



2016 New Features

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AP

Purchase Orders

Part Tab

Vendor Part code and Vendor Description have been added as columns to the parts tab of purchase orders. Printed POs will show these columns instead of the internal code and description. – added version .34

Part	Description	Vendor Part	Vendor Desc	Plg Qty	Quantity	Cost	Amount	Rcvd	Std Cost	BO
5800PIR	This is the internal description	5800PIR	This is the vendor's description	1	1	70.76	70.76	0	70.76	<input type="checkbox"/>

Expense Tab

The expenses tab on Purchase Orders now includes a rate and quantity field – added version .31

GL Account	Description	Qty	Rate	Amount	Rcvd	Cost	Category	Job	Type
510004	COS - Jobs-Subcontract	100	75.00	7500.00	0	0.00	Jobs Com	1042	0

Partial receipt of expense only POs may now be made either by quantity or amount.

Vendor: J&M Security Inc. Category: Jobs Res

PO# 2345
J&M Security Inc.
27 Stonewall Court
Cleveland, OH 44110

Reference # [] Branch: OH

Receive Date: 2/15/2016 Received By: []

Job Number: 1042 COGS Acct: 520001

Johnson Life/Gandara Ctr

Parts: 0.00 Expense: 1875.00 Documents [] Show Branches [x]

GL Account	Description	Qty	Rate	Amount	Branch	Category	Job	Type
510004	COS - Jobs-Subcontractors	25	75.00	1875.00	OH	Jobs Com	1042	O

Partial receipt of the expense does not automatically close the PO:

Close Purchase Order

You have selected a PO with no parts ordered. Do you wish to close this PO now?

Yes No

The open Purchase Order List now reflects the received quantity of expense only items, and Purchase Orders now display quantities and costs received for expense lines.

PO Number	Vendor	Order Date	Due Date	Type	Number	Amount	Received	Memo	Ack	Ack By	Ack Date	Cl
2345	J&M Security Inc.	2/15/2016		JOB	1042	7500.00	1875.00		N			N

Vendor: J&M Security Inc. Category: Jobs Res

Purchase Order

PO Number: 2345 Branch: OH

Order Date: 2/15/2016

Ship Date: [] Ship Method: []

Parts Due Date: [] Job Number: 1042

Johnson Life/Gandara Ctr

Parts: 0.00 Expense: 7500.00 Documents []

GL Account	Description	Qty	Rate	Amount	Recvd	Cost	Category	Job	Type
510004	COS - Jobs-Subcontract	100	75.00	7500.00	25	1875.00	Jobs Com	1042	O

Memo: [] Created By: Administrator 2/15/2016 8:50:40 AM Edited By: Administrator 2/15/2016 8:50:40 AM

Total Cost: 7500.00
Received Cost: 1875.00

Bills can now be entered with a quantity and rate in the expense tab as well.

Vendor: J&M Security Inc.
Address: 27 Stonewall Court, Cleveland, OH 44110

Reference #: 2468
Branch: MI

Terms: Net 10
Amount: 1875.00
GST: 0.00

Bill Date: 2/15/2016
Payment Due: 2/25/2016
Posting Date: 2/15/2016

Eligible for Discount Amt: [blank]
Job Number: 1042 Johnson Life/Gandara Ctr

Parts: 0.00 | Expense: 1875.00 | Documents: [blank]

Show Branches | Show Job Cost

General Ledger							Job Cost			
GL Account	Description	Qty	Rate	Amount	Branch	Category	Job	Type	Pass Item	
510004	CO5 - Jobs-Subcontr	25	75.00	1875.00	OH	Jobs Com	1042	O		

Direct Expense All Jobs and Tickets

When Direct Expense All Jobs and Tickets is checked in the SedonaSetup AP - Setup Processing table, all receipts must be direct expensed. If users attempt to change a receipt from direct expense they will be presented with an error message.

Sedona Office Setup (SedonaSecurity)

File Find Find Next: View Tools Help

Sedona Setup

Description	Area
Custom Fields Setup (Vendor)	AP
Custom Fields Table1 (Vendor)	AP
Custom Fields Table2 (Vendor)	AP
Custom Fields Table3 (Vendor)	AP
GL Account Defaults	AP
Setup Processing	AP
Shipping Methods	AP
Tax Agency	AP
Terms	AP
Vendor Types	AP
Vendors	AP
Aging Buckets	AR

AP Setup Processing

Setup | Other

Purchase Order Setup

Auto Create PO Numbers

Next PO Number: 2576

Direct Expense All Jobs & Tickets

PPV All Standard Cost Adjustments

Special Message on PO Print

AP Setup Processing - Special Message on PO Print.

Parts Receipt

Vendor: ADI Category: SVC T&M Close - No Bill Expected
 Create Bill From Receipt

PO# 2571

231 West 42nd St
 New York, NY 10024

Reference # Branch: MI
 Receive Date: 4/13/2016 Received By:
 Job Number: 1228 COGS Acct: 520001
 Surelock Homes

Direct Expense
 Receive
 Receive & Issue Immediately

Parts 0.00 Expense 0.00 Documents

Part Code	Description	Vendor Part	Pkg_Qty	Quantity
OL-41090205I	METAL END CAP, NOSE	OL-41090205I	1	

SedonaOffice

You may only process Direct Expense receipts to Jobs and Service Tickets.

OK

Single Line Expense

If the "Single Expense Line" box is checked, the first expense line entered on a bill will default to the total "Amount" of the bill.

Bill

Vendor: Anthem Blue Cross And Blue Shield Category: Adm'n G & A Hold Payment
 Escrowing Bill

Vendor Bill

Vendor: Anthem Blue Cross And Blue Shield
 Address: P.O. Box 3655
 Detroit, MI 48201

Reference # Branch: MI
 Terms: Amount: 250.00
 Due On Receipt: 9/22/2016
 Bill Date: 9/22/2016
 Eligible for Discount: Coding: 250.00

Parts 0.00 Expense 250.00 Documents Show Branches Show Job Cost Single Expense Line

GL Account	Description	Qty	Rate	Amount	Branch	Category	Job	Type	Pass Item
620414	Employee - Insurance (H	1	250.00	250.00	MI	Adm'n G & A		O	
620414	Employee - Insurance (Health)			\$1,000.00	O				

Memo:

Total: 250.00
 Balance Due: 250.00

Copy Expenses Apply Save Close

Bills (International Customers Using GST or HST)

When creating a vendor bill, instead of entering the amount of the bill before tax, users must now enter the total amount of the bill inclusive of all taxes in the Amount field. The Amount field should then match the calculated total at the bottom of the bill.

Vendor: Ontario Power Generation
 Address: 700 University Avenue
 Toronto, ON M5G 1X6
 Canada

Reference #: 807450C
 Branch: MI

Terms: Due On Receipt
 Amount: 339.00
 GST: 39.00

Bill Date: 6/17/2016
 Payment Due: 6/17/2016

Eligible for Discount Amt: 330.00
 Costing: []

Parts: 0.00 Expense: 300.00 Documents: [] Show Branches: [] Show Job Cost: [x]

General Ledger						Job Cost			
GL Account	Description	Qty	Rate	Amount	Category	Job	Type	Pass Item	GST
620750	Facilities - Utilities	1	300.00	300.00	Admin G & A		0		

Total: 339.00
 Balance Due: 339.00

Pay Bills

A new column has been added to the Vendor Bills section for Invoice Date.

Branch: []
 Vendor: Amazon.Com, Llc
 As Of Due Date: 6/7/2016
 Show Vendor Code

To apply Open Credits, select the Vendor whose credit you would like to use.

Branch: MI
 Payment Date: 5/31/2016
 Bank Account: 100200
 Credit Card
 Cash - Operating*

Pay	Invoice Date	Due Date	Disc Date	Vendor	Refer
<input type="checkbox"/>	5/11/2016	6/10/2016	*****	Amazon.Com, Llc	AB238
<input type="checkbox"/>	5/17/2016	6/16/2016	*****	Amazon.Com, Llc	RD2D

Standard Cost

The standard cost of a part will now display 4 decimal places on the Purchase Order and PO Receipt:

New Purchase Order

Vendor: Tri-Ed Category: D-G8A

PO Number: 3007 Branch: MI Warehouse: Main-MI

Order Date: 9/23/2016

Parts: 123.40 Expense: 0.00 Documents

Part	Description	Vendor Part	Vendor Desc	Pkg Qty	Quantity	Cost	Amount	Rcvd	Std Cost	BO
18/4STR	18/4 STRAND WIRE18/4 STRANDED	18/4STR	18/4 STRAND WIRE18/4 STRANDED	1	1000	0.1234	123.40		0.1234	<input type="checkbox"/>

Parts Receipt

Vendor: Tri-Ed Category: D-G8A

PO# 3007

Reference #: Branch: MI Warehouse: Main-MI

Receive Date: 9/23/2016

Parts: 123.40 Expense: 0.00 Documents

Part Code	Description	Vendor Part	Pkg Qty	Quantity	Cost	Amount	Serial No	Lot No	Stand Cost
18/4STR	18/4 STRAND WIRE18/4 STR	18/4STR	1	1000	0.1234	123.40			0.1234

Comdata

Version 5.7.40 contains the interface to Comdata. Comdata is a third party electronic Accounts Payable processor. The interface is an add-on product to SedonaOffice which must be purchased separately. Existing Comdata customers interested in this add-on product should contact SedonaOffice Sales at 440-247-5602 x207.

AR

Credit Requests – Amount Verification

Credit requests will now notify users when the amount of the credit template does not equal the amount of the credit request. Credit templates are required when the entire amount of a specific invoice is not being credited off or if the credit is not tied to a specific invoice

Credit Request

Customer: 388
 Invoice #: [dropdown] All Invoices
 Wagging Tails Pet Spa
 458 Canton Center Road
 Canton, MI 48187

General Info | Sign Offs

Requested Amount: 38.44
 Approved Amount: 0.00
 Reason: Returned Equipment
 Sales Tax Correction
 New Tag Group: [dropdown]
 New Invoice Date: [dropdown]
 Memo: A general credit is being given to the customer for equipment that was not used on Job 1458.
 Assigned To: Carolyn

Closed

Credit Memo

Customer ID: 388 Category: cool Credit Account: 240210 Tag Group: MI-Exempt

Wagging Tails Pet Spa
 458 Canton Center Road
 Canton, MI 48187

Site Address: Wagging Tails Pet Spa
 458 Canton Center Road
 Canton, MI 48187

Credit Date: 9/22/2016 Credit Number: 366872
 Branch: MI P.O. Number: [dropdown]
 Warehouse: [dropdown] Salesperson: Devan Clements
 Credit Type: Miscellaneous Job #: [dropdown]
 Posting Date: 9/22/2016

Items \$38.00 Parts \$0.00

Item	Description	Qty	Rate	Amount	Memo
Install	Installation Services	1	38.00	38.00	

SedonaOffice
 The template total must be equal to the credit request total!

Description: Installation Services
 Credit Reason: Returned Equipment
 Memo: [text area]

Sub Total: 38.00
 Tax: 0.00
Total: 38.00
Credit Due: 38.00

Future Auto Apply **Credit Template**

Credit Request Template – Job Number

Job numbers can no longer be entered on credit requests. This has been locked down to prevent credits created outside the job from throwing off the job Sales Summary. Credits created from within the job under Tools – Invoices will automatically fill in the job number.

Lockbox – Other – Ucash

When this lockbox format is selected, a payment that goes to unapplied cash will no longer have the Future Auto-Apply button automatically checked.

Custom Invoice Form CS06 SL

This custom invoice format has been modified to print an OCR line 1/8 of an inch higher than was previously set.

RMR Escalation Message

A correction was made in 5.7.40 which blanked out the RMR Escalation message. To re-enter this message print an invoice and in the Printing Preferences window navigate to the Custom tab. Highlight RMR Escalation Message and enter the message in the box provided. Once re-entered the message will auto populate again as normal. Customers that do not use RMR Escalations will not be affected.

Invoice #	Inv Date	Due	Amount	Balance	Branch	Name	Address	Zip Code
358674	10/1/2016	10/1/2016	\$415.12	\$415.12	MI	Pentecost Deliverer	31 & 41 Mather St.	48201
358675	10/1/2016	10/1/2016	\$667.01	\$667.01	MI	S.H. Smith Compan	20 Church Street	48201
358676	10/1/2016	10/1/2016	\$218.16	\$218.16	MI	Novi Transitional Le	38250 W 10 Mile Rd	48375
358677	10/1/2016	10/1/2016	\$272.71	\$272.71	MI	Infinity Music Hall &	20 Greenwoods Roac	48901
358678	10/1/2016	10/1/2016	\$113.47	\$113.47	MI	Elite Karate	40 Main St.	48188
358680	10/1/2016	10/1/2016	\$239.37	\$239.37	MI	Daniel R. Kaufman	871 Newfield St. Ste.4	48901
358681	10/1/2016	10/1/2016	\$227.26	\$227.26	MI	St Isaac Jogues Ch	1 Community Street	48188
358682	10/1/2016	10/1/2016	\$285.58	\$285.58	MI	Hoffman - Audi	700 Connecticut Blvd	48188
358683	10/1/2016	10/1/2016	\$143.93	\$143.93	MI	Hoffman - Lexus	750 Connecticut Blvd	48188
358684	10/1/2016	10/1/2016	\$203.02	\$203.02	MI	New York Jewelry	1171 Main St.	48188
358685	10/1/2016	10/1/2016	\$363.61	\$363.61	MI	Har-Conn Chrome C	PO Box 330189	48170
358686	10/1/2016	10/1/2016	\$143.93	\$143.93	MI	Har-Conn Chrome C	593 New Park Ave.	48170
358687	10/1/2016	10/1/2016	\$401.48	\$401.48	MI	Har-Conn Chrome C	593 New Park Ave.	48170
358688	10/1/2016	10/1/2016	\$325.73	\$325.73	MI	Har-Conn Chrome C	593 New Park Ave.	48170
358689	10/1/2016	10/1/2016	\$174.23	\$174.23	MI	Uncle Bobs Self Stk	90 Main St.	48201
358690	10/1/2016	10/1/2016	\$637.82	\$637.82	MI	Town Fair Tire - Ser	974 New Britain Aven	48170
358691	10/1/2016	10/1/2016	\$350.17	\$350.17	MI	Bicton Electronics C	50 Barlow St.	48188
358692	10/1/2016	10/1/2016	\$221.19	\$221.19	MI	Bicton Electronics C	50 Barlow St.	48188
358693	10/1/2016	10/1/2016	\$499.95	\$499.95	MI	City Cellars	304 Farnington Aven	48201
358694	10/1/2016	10/1/2016	\$156.05	\$156.05	MI	Raymour & Flanigar	PO BOX 279	48901
358695	10/1/2016	10/1/2016	\$113.47	\$113.47	MI	MI Childrens Medic	60 Hatland St.	48201
358696	10/1/2016	10/1/2016	\$189.88	\$189.88	MI	Beneson Capital Pa	76 New Britain Ave.	48201
358697	10/1/2016	10/1/2016	\$487.83	\$487.83	MI	Walbruton Comm. E	420 Brookfield St.	48201

Australian Business number

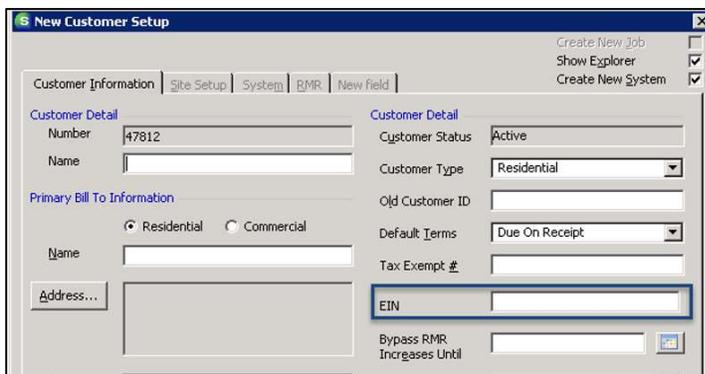
For our Australian users, Custom Invoice Form CS 44 and Custom Master Invoice Form CM46 will now display the customer’s ABN number when that number is listed in the ABN field under customer information.

CM

Customer Information

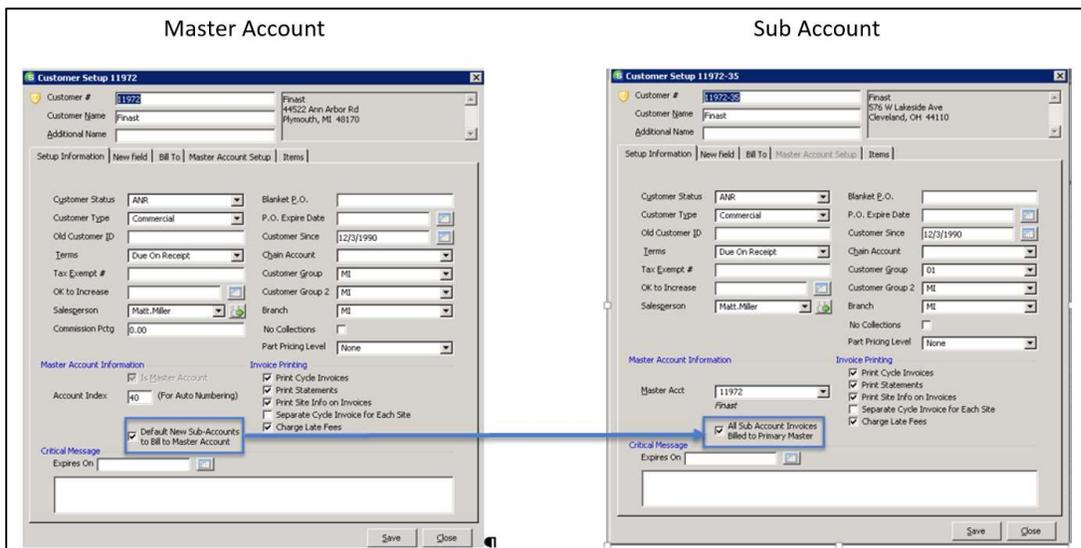
A new field has been added to customer information that will be based on the county selected in SedonaSetup. For US customers the field will read EIN for Employer Identification Number. The field will show as BN (Business Number) for Canadian customers and ABN (Australian Business Number) for Australian customers. For *Australian customers only* this field will print on invoices.

You can select the country for your company in SedonaSetup in the Sedona Modules setup table. For more information on this new company selection please see the SedonaSetup section of enhancements.



Master Accounts –Customer Information

A new checkbox titled “Default New Sub-Accounts to Bill To Master Account” has been added to the Master Account Customer Information screen. When this box is checked all newly created subaccounts will automatically have a checkmark placed in the “All Sub Account Invoices Billed to Primary Master” box. This new default box on the Master Account will only affect new subaccounts created. It will not change the settings on existing subaccounts.



Bill To

The Email Invoice field now displays in the Bill To summary grid.

The screenshot shows the 'Bill To' summary grid and the 'Customer Billing 47726' form. The grid lists various fields for 'Surelock Homes', including 'Email Invoice' which is checked. A blue arrow points from the 'Email Invoice' field in the grid to the 'Email Invoices' checkbox in the form.

Field	Value
Billing Name	Surelock Homes
Address	123 Watson Avenue Canton, MI 48187
Commercial	Y
Telephone	(273) 455-5121
Fax	
Email	amy@surelockhome
Email Invoice	Y
Primary	Y
Inactive	N

Inspections

You can now double click a terminated inspection to open and review it.

The screenshot shows the 'System Inspections' form for a terminated inspection. The form includes fields for Description, Frequency, Service Problem Code, Service Level, Service Company, Last Inspection, Next Inspection, Next Inspection At, Recurring Item Link, Cycle Amount, Service Tech, Group Number, Estimated Hours, High Frequency Bypass, Exclude from High Frequency Check, and Notes. A red warning message states: "This inspection is terminated!! Terminated On : 3/29/2016".

Inspection Record

If an inspection ticket is resolved using the resolution code 'Void' the last inspection date field on an inspection record will not be updated.

The screenshot displays a software interface for managing tickets and inspections. At the top, there is a navigation bar with icons for various functions like Service Ticket, Custom Fields, Appointments and Labor, Billing, Documents, Equipment and Parts, Journal, Notes, Other Items, Purchase Orders, Service History, Ticket Log, and Ticket Group. Below this, a 'Ticket' window is open for 'Central Station'. The ticket details include Customer (10191 Johnson Group Of Co. Inc), Site (297 Grand River Ave, Detroit MI 48201), and Status (Closed). The 'Resolution' field is set to 'Void'. Below the ticket details, there are sections for 'Site and System Detail' and 'Ticket Detail'. The 'Ticket Detail' section shows 'Problem' as 'Insp-Other' and 'Resolution' as 'Void'. A blue arrow points from the 'Void' resolution field to the 'Last Inspection' date field in the 'System Inspectors' section below. The 'System Inspectors' section shows details for the site and system, and includes an 'Inspection' form with fields for Description, Frequency, Service Problem Code, Service Level, Service Company, Last Inspection (6/30/2016), Next Inspection (7/30/2016), and Next Inspection At (Ticket Closed). At the bottom, there is a 'Charges' section with an 'Inspection Item' dropdown and an 'Amount' field set to 0.00. Buttons for 'Save', 'Terminate', and 'Cancel' are visible at the bottom right.

Customer Query Builder

The following fields have been added to the Customer Query Builder:

- Customer – BillTo – Bill_Country
- Site - Site_Country
- Sales_Prospect – Prospect_Source_Code_2
- EFT-
 - Bank_Max_Amount
 - CC_Max_Amount
- Inspection-
 - Inspection_Description
 - Inspection_Last_Tkt
 - Inspection_Last_Tech
 - Inspection_Job
 - Inspection_Group_Number
 - Inspection_High_Freq_Omit
 - Inspection_Exclude_In_Freq_Omit
- Credit_Request-
 - Cr_Req_Requested_By
 - Cr_Req_Requested_Date
 - Cr_Req_Reason_Code
 - Cr_Req_Reason_Desc
 - Cr_Req_Memo
 - Cr_Req_Requested_Amt
 - Cr_Req_Approved_Amt
 - Cr_Req_Credit_Number
 - Cr_Req_Assigned_To
 - Cr_Req_Assigned_Date
 - Cr_Req_Sign_Off_Name_1
 - Cr_Req_Sign_Off_Date_1
 - Cr_Req_Sign_Off_Amt_1
 - Cr_Req_Sign_Off_Notes_1
 - Cr_Req_Sign_Off_Name_2
 - Cr_Req_Sign_Off_Date_2
 - Cr_Req_Sign_Off_Amt_2
 - Cr_Req_Sign_Off_Notes_2
 - Cr_Req_Sign_Off_Name_3
 - Cr_Req_Sign_Off_Date_3
 - Cr_Req_Sign_Off_Amt_3
 - Cr_Req_Sign_Off_Notes_3
 - Cr_Req_Edit_User
 - Cr_Req_Edit_Date
 - Cr_Req_Closed

- Cr_Req_Invoice_Number
- Cr_Req_Re-Inv_Cust_Number
- Cr_Req_Re-Inv_Cust_Name
- Cr_Req_Re-Inv_Number
- Cr_Req_Tax_Correction
- Cr_Req_New_Tax_Code
- Cr_Req_New_Tax_Desc
- Cr_Req_from_Jobs

GL

New Part Kits Effect on GL

Inventory Labor COGS Account

A new part kit enhancement has been added to Sedona (see details under Inventory section). To track the labor from building these part kits two new GL accounts must be created, an Inventory Labor Accrued account (liability account) and an Inventory Labor COGS account (COGS account). The Labor COGS account will display a reference to the specific part kit that was built.

If your company posts labor to the GL the accrued labor account will need to be journalized out at the end of each month. A debit should be made to the Inventory Labor Accrual account and a credit made to the Inventory Labor COGS account to zero out this account. Amounts posted to the accrual account are for reporting purposes only. Actual wages are posted through your Payroll Journal Entry.

Purchase Price Variance

For customers who use standard costing, in addition to recording the difference between the price paid for a part and its standard cost, the PPV account will now also track the difference between the standard cost of all components in a parts kit built and the standard cost assigned to the parts kit. For details on building your own part kits see Inventory enhancements section.

IN

Build your own Parts Kit

It is now possible to “Build Your Own Parts Kit” in SedonaOffice if your company values its inventory using standard costing. Building your own parts kit combines several parts from your internal inventory into a single part or “kit” which can subsequently be sold as one part with its own unique part number and standard cost associated with it. When a kit is built, the individual parts components of the kit are reduced in your warehouse and the total number of part kits is increased in the same warehouse. The standard cost that will be assigned to the parts kit is the sum of the standard costs assigned to each of the parts comprising the kit. Any variation in this will automatically be written into your purchase price variance (PPV) account at the time that the kit is built. Part kits can be built to “break out” their components individually on the customer equipment list or marked to not break out on the customer equipment list (in which case only the name of the parts kit would be listed on the equipment list). At present, building your own part must be done manually. In a future release, the Auto Build option will be enabled. Please review each of the sections below for creating the parts kit as some screens will require different information than is usually entered when creating a parts kit that will be ordered from a vendor.

Usergroup Permissions - Any user that will be building a parts kit must be given the permission to “Edit Parts” in the Inventory section of the Usergroup table within SedonaSetup.

Creating the Part – Part Detail Tab

Begin creating the part kit by creating a new part in inventory the same as you normally would. On the Parts Detail Tab check the box for Part Kit on the right. Enter information for the kit as you normally would a new part. Pay particular attention to the following fields as the entries may be different for part kits versus regular parts:

- Manufacturer - The manufacturer of the part is the name of your company. You can add your company’s name to the manufacturer list by pressing the + button next to the drop-down list.
- Manuf Part Code – Re-enter the part code that you have assigned to the part kit
- Manuf Warranty- Your company is the manufacturer of the part kit. As such no warranty is provided to your company for a part kit that it creates.
- U.P.C – Since your company manufactures the part, a Universal Part Code number has not been assigned to it. Leave this field blank.
- Costing Method – This must be listed as standard costing.
- Direct Expense Account – Enter the General Ledger number assigned to the Cost of Goods Sold account that should be used when this part is sold over the counter on a miscellaneous invoice. (This field is no longer used for definition of a Direct Expense account).
- Income Account- This is a customized field whose entries are recognized by only one SedonaOffice customer through a special database script. Please enter N/A in this field.
- Special Order – Since your company will be building this part and not ordering it from a vendor leave this box unchecked.
- Freeze All Purchasing- - Check this box. Because your company is building the part, it will never be ordered from a vendor.
- Ship Weight – Since your company is building the part and not ordering it shipped to you a shipping weight is not required.
- Labor Units **- This field records the total number of labor units required to install one of these parts kits on a job. The Build Your Own Part Kit feature has a separate labor setting which records the labor dollar amount to actually build the part. Enter information into this field only if the parts kit will be used in conjunction with the Job Materials List to estimate the amount of labor units which will be required to install the parts kit.

Part Edit
✕

Part
 Inactive

Kit Information
 Vendors
 Warehouses
 Parts In Kit
 Custom Fields
 Documents (0)

Description

Description	<input type="text" value="Wireless Alarm System Kit"/>	<input checked="" type="checkbox"/> Part Kit
Detail	<input type="text" value="wireless communicator, keb fob, transformer, contacts"/>	<input type="checkbox"/> Special Order
Product Line	<input type="text" value="Kit"/> + 	<input checked="" type="checkbox"/> Customer Equipment
Manufacturer	<input type="text" value="SedonaSecurity"/> + 	<input type="checkbox"/> Stock Item For Jobs
Manuf Part Code	<input type="text" value="WSAS954"/>	<input checked="" type="checkbox"/> Freeze All Purchasing
Manuf Warranty	<input type="text" value="No Warranty"/>	Ship Weight <input type="text" value="0"/>
U.P.C	<input type="text"/>	Labor Units <input type="text" value="0"/>
Notes	<input type="text" value="Made by SedonaSecurity"/>	

Costing

Method	<input type="text" value="Standard"/>	
PPV Account	<input type="text" value="120900"/>	
Direct Exp Acct	<input type="text" value="N/A"/>	

AR Setup

Invoice Item	<input type="text" value="Wireless Alarm System Kit"/>	
Income Acct	<input type="text" value="N/A"/>	

Sales

Invoice Description	<input type="text" value="Wireless Alarm System Kit"/>	
Price	<input type="text" value="600.0000"/>	<input checked="" type="checkbox"/> Available for Sales

Service

Invoice Description	<input type="text" value="Wireless Alarm System Kit"/>	
Price 1	<input type="text" value="600.0000"/>	<input checked="" type="checkbox"/> Available to FSU
Price 2	<input type="text" value="600.0000"/>	

Labor Units

Save

Copy

Close

Creating the Part – Vendor Tab

Vendor – Your company is the vendor for this part. Your company will need to be setup as a vendor and then added to the vendor tab of each part kit. Since every part must have a primary vendor, when you add your company to a part kit make sure to check the “Primary Vendor” box.

Part: Inactive

Kit Information | **Vendors** | Warehouses | Parts In Kit | Custom Fields | Documents (0)

Vendor	Vendor Part	Purchase Cost	Description	Quantity	Primary
SedonaSecurity	WSAS954	0.0000	WSAS954	1	Y

Vendor: Purchase Cost:

Vendor Part: List Price:

Description: Package Qty:

Primary Vendor:

Buttons: New, Add, Delete, Labor Units, Save, Copy, Close

Creating the Part - Warehouses Tab

Define the warehouses in which these kits will be built. The standard cost assigned to the part must be the sum of the standard cost of all parts components in the kit. In the example below, we are stating that the sum of the standard costs for parts in this kit comes to \$500.00. That dollar amount is the standard cost of this parts kit.

Part: Inactive

Kit Information | Vendors | **Warehouses** | Parts In Kit | Custom Fields | Documents (0)

Warehouse	Min ...	Max ...	Row	Shelf	Bin	Stand Cost
Main-MI	0	0				500.0000

Warehouse: Row:

Min: Shelf:

Max: Bin:

Standard Cost: Set All Warehouses

Creating the Part – Parts In Kit

A part kit is created by adding the individual parts to the kit list, selecting how many of that part is used in the kit, and showing the breakout allocation percentage of that part against the standard cost assigned to the entire parts kit. (Standard cost of the part/standard cost of the kit=breakout allocation percentage).

- Part, Description – Select a part using the lookup button to the right of the field. The user may also manually type in the part number if the exact part number is known. Once a part is selected, the description field will automatically be filled in.
- Quantity- Enter the quantity of the part that will be contained in this parts kit.
- Breakout Allocation – Enter the percentage of the kit’s standard cost allowed to this part. If the quantity in the kit is greater than one, the percentage would include all of the quantities of this single part. Once all parts have been entered, click on the Save button. The total of all allocations must equal 100% of the standard cost. The kit will not save until 100% is allocated.

In the example below, we have assigned a standard cost of \$500.00 for the parts kit. The breakout allocation assigned to each of the parts is the percentage that each part contributes to the \$500.00 standard cost. The equation is standard cost of the part / standard cost of the parts kit. The following parts are being used and their standard cost is listed as the following to easily identify the breakout allocation:

Part – Number – Quantity - Standard Cost - Breakout Allocation

- CSW9057 - 1 - \$274.00 - 54.8%
- DPT160U - 1 - \$150.00 - 30.0%
- KF4939 - 1 - \$22.00 - 4.4%
- DC4945 - 3 - \$51.00 (\$17/ea.) - 10.2%
- BAT1270 - 1 - \$3.00 - 0.6%
- Total - \$500.00 100%

If, at any point, the standard cost of one of the kit components changes, the standard cost of the kit should also be updated so that a Purchase Price Variance (PPV) entry is not created.

S Part Edit
✕

Part
 Inactive

Kit Information
 Vendors
 Warehouses
 Parts In Kit
 Custom Fields
 Documents (0)

Part Number	Description	Quantity	Allocation %
CSW9057	CSW9057 Wireless Communicator	1	54.8000
DPT1620U	DPT1620U Transformer	1	30.0000
KF4939	KF4939 Wireless Key Fob	1	4.4000
DC4945	DC4945 Door Contact	3	10.2000
BAT1270	ULTRATECH 12V	1	0.6000

Part

Description

Quantity

Breakout Allocation %

Breakout Allocation Balance 0

New
Save
Remove

Labor Units

Save
Copy
Close

Building the Parts Kit – Handling Negative Inventory

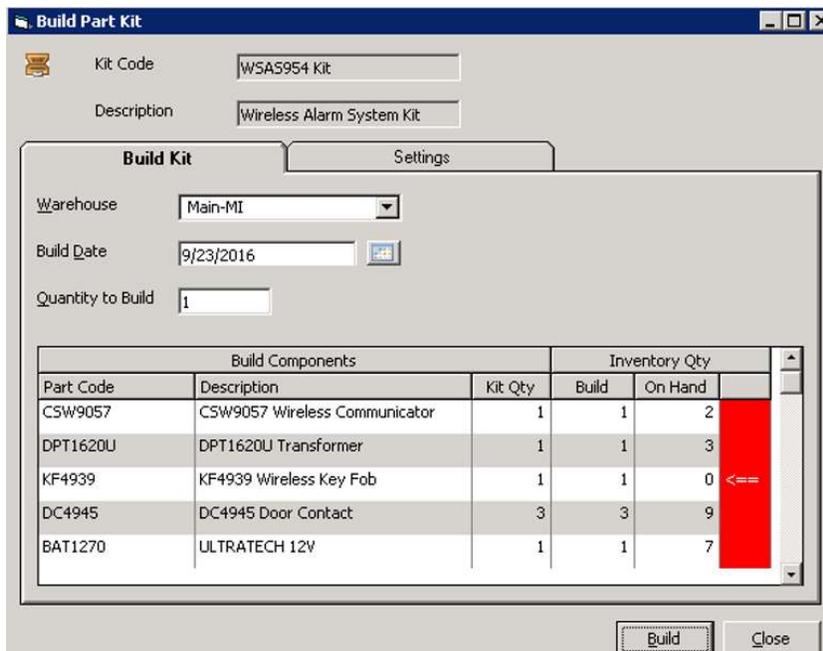
Build Your Own Parts Kit will honor the rule in the Inventory Setup table regarding handling negative inventory. If you do not have enough of the component parts in stock and you try to build a kit, if your setup tables states “Allow” negative inventory, the kit will be built. If the rule states “Warning Message”, the system will present a warning message that not enough parts are in stock and will identify the specific part in question. If the rule states “Do Not Allow” the parts kit will not be built. Parts may need to be transferred into the warehouse in which the kit will be built to ensure on-hand stock availability.

Building the Parts Kit - Warehouse

To build a parts kit, bring up the inventory part defining the parts kit. Highlight the warehouse in which the kit will be built and right-click. Select the option “Build Parts Kit.”



The Build Part Kit form will be displayed. Any part kit component that does not have enough stock on hand will have an arrow displayed next to it. This lets the user know which parts need to be transferred to the warehouse in order to build the kit.



Click on the Settings tab. The settings page will be displayed

The Auto Build feature is still under development and not available for use at this time. Please do not place a checkmark in this box

On a customer's equipment list the default is to have a part kit breakout into its individual components unless a checkmark is specifically placed in the box "No Breakout." If No Breakout is selected, the name of the parts kit alone will appear on the customer's equipment list.

Once all information has been entered, place a checkmark in the box to Save As Default settings. Press the Save button

Build Part Kit

Kit Code: WSA5954 Kit

Description: Wireless Alarm System Kit

Settings

Labor COGS Account: 522000

Account Desc: COGS Labor Kit Build

Labor Category: Installation G & A

Category Desc: Installation G & A

Labor Cost: \$50.00

Labor Accrual Account: 290000

Account Desc: Accrued Parts Build Labor

Auto Build

No Breakout

Save as Default Settings

Save

Build **Close**

Return to the Build Kit tab and enter the quantity of kits to build. Press the Build button.

Build Components			Inventory Qty	
Part Code	Description	Kit Qty	Build	On Hand
CSW9057	CSW9057 Wireless Communicator	1	1	2
DPT1620U	DPT1620U Transformer	1	1	3
KF4939	KF4939 Wireless Key Fob	1	1	4
DC4945	DC4945 Door Contact	3	3	9
BAT1270	ULTRATECH 12V	1	1	7

The system will respond:

Building the Parts Kit – Inventory Stock

Once the kit is built, the inventory stock for the kit will increase by the number of kits built, and the journal for the warehouse in which it was built will note the number of kits built.

WSA5954 Kit

Part Code:	WSA5954 Kit	Warehouse:	Main-MI
Description:	Wireless Alarm System Kit	Branch:	MI
Detail:	wireless communicator, keb f...	Account:	120000
Costing Method:	Standard	Minimum Qty:	0
Product Line:	Kit	Maximum Qty:	0
Manufacturer:	SedonaSecurity	Committed Qty:	0
Manuf Part Code:	WSA5954	Pending XTFR In:	0
Manuf Warranty:	No Warranty	Pending XTFR Out:	0
Item Code:	SVC Part-TX	On Hand New:	1
Income Acct:	N/A	On Order Qty:	0
Direct Exp Acct:	N/A	Out For Repair:	0
Freeze Purchases:	Y	In Holding Qty:	0
List Price:	0.00	Value On Hand:	\$500.00
UPC:		Row:	
Special Order:	N	Shelf:	
Sales Description:	Wireless Alarm System Kit	Bin:	
Sales Price:	\$600.00	Inactive:	N
Service Description:	Wireless Alarm System Kit		
Service Price 1:	\$600.00		
Service Price 2:	\$600.00		
Total Qty:	0		
Total Value:	\$0.00		

Date	Warehouse	Reference	Memo	Description	Quantity	Cost	Extended Cost	Time/Stamp
9/23/2016	Main-MI		Build 1 Part	Kit Action	1	500.0000	\$500.00	9/23/2016 3:02:51 PM
			Warehou...	1		\$500.00		

The individual parts components of the kit will be reduced as a result of the kit build, and the journal for the warehouse will note the kit action:

DPT1620U (DPT1620U Transformer)

Part Code:	DPT1620U	Warehouse:	Main-MI
Description:	DPT1620U Transformer	Branch:	MI
Detail:	Transformer	Account:	120000
Costing Method:	Standard	Minimum Qty:	0
Product Line:	Kit Components For Docume	Maximum Qty:	0
Manufacturer:	N/A	Committed Qty:	0
Manuf Part Code:		Pending XTFR In:	0
Manuf Warranty:	No Warranty	Pending XTFR Out:	0
Item Code:	SVC Part-TX	On Hand New:	2
Income Acct:	N/A	On Order Qty:	0
Direct Exp Acct:	N/A	Out For Repair:	0
Freeze Purchases:	N	In Holding Qty:	0
List Price:	0.00	Value On Hand:	\$300.00
UPC:		Row:	
Special Order:	N	Shelf:	
Sales Description:	DPT1620U Transformer	Bin:	
Sales Price:	\$200.00	Inactive:	N
Service Description:	DPT1620U Transformer		
Service Price 1:	\$200.00		
Service Price 2:	\$200.00		
Total Qty:	2		
Total Value:	\$300.00		

Date	Warehouse	Reference	Memo	Description	Quantity	Cost	Extended Cost	Time/Stamp
9/23/2016	Main-MI		Build 1 WS...	Kit Action	-1	150.0000	(\$150.00)	9/23/2016 3:02:51 PM
9/19/2016	Main-MI		Warehou...	Physical	3	150.0000	\$450.00	9/23/2016 2:26:43 PM
				2		\$300.00		

Building the Parts Kit – General Ledger Labor Accounts

If labor is being tracked as part of the parts kit build, an entry will be made to the Accrued Parts Build Labor account and the COGS account noting the date of the parts build, which part was built, and the labor charge for building the part:

Accrued Labor account:

Reg No.	Date	Type	Reference	Name	Branch	Amount	Balance
	9/1/2016			** Beginning Balance **			-3,095.00
634640	9/8/2016	COGS	Vista128-Ki...		MI	-300.00	-3,395.00
634647	9/8/2016	COGS	Vista128-Ki...		MI	-300.00	-3,695.00
643192	9/23/2016	COGS	WSA5954 Kit		MI	-50.00	-3,745.00

This account should be journalled out at the end of each month to clear out any amounts posted to the Accrued Labor account. The JE is to debit the accrued labor account and debit the COGS labor kit build account. Actual wages are posted through your payroll journal entry.

COGS Labor Kit Build account:

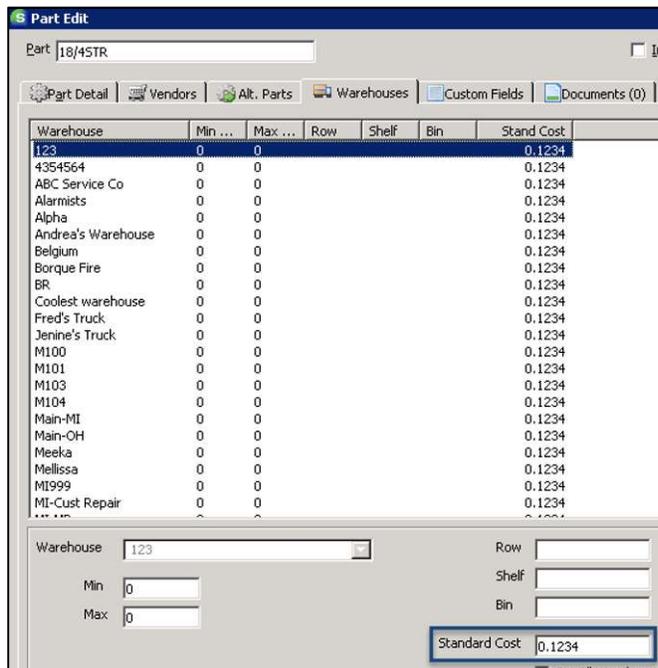
Reg No.	Date	Type	Reference	Name	Branch	Category	Amount	Balance
	9/1/2016			** Beginning Balance **				2,435.00
634640	9/8/2016	COGS	Vista128-Ki...	Parts Kit Build	MI	Installation ...	300.00	2,735.00
634647	9/8/2016	COGS	Vista128-Ki...	Parts Kit Build	MI	Installation ...	300.00	3,035.00
643192	9/23/2016	COGS	WSA5954 Kit	Parts Kit Build	MI	Installation ...	50.00	3,085.00

Building the Parts Kit – Purchase Price Variance In the event that the standard cost is changed on one or more of the parts kit components, and the sum of the parts in the kit no longer equals the standard cost of the parts kit, an entry will be made to the purchase price variance account. The register will note for which part kit the variance occurred and the specific part(s) in the kit that caused the variance.

Reg No.	Date	Type	Reference	Name	Branch	Amount	Balance
	9/23/2016			** Beginning Balance **			0.00
643186	9/23/2016	PPV		BAT1270	MI	36.40	36.40
643187	9/23/2016	PPV		BAT1270	OH	-20.80	15.60
643193	9/23/2016	PPV	WSA5954 Kit	DC4945	MI	-42.00	-26.40
643194	9/23/2016	PPV	WSA5954 Kit	BAT1270	MI	-1.00	-27.40
643196	9/23/2016	PPV	WSA5954 Kit	DC4945	MI	-42.00	-69.40
643197	9/23/2016	PPV	WSA5954 Kit	BAT1270	MI	-1.00	-70.40

Standard Cost

The standard cost of a part now displays 4 decimal points instead of 2.



Parts Query Builder

The following fields have been added to the Parts Query Builder:

- Transfers -
- Trans_Part_Qty_Requested
- Trans_Part_Serial_Number
- Trans_Part_Lot_Number
- Trans_Part_Qty_Received
- Trans_Part_Memo
- Trans_Request_Number
- Trans_Request_Date
- Trans_Requested_By
- Trans_In_Process_Date
- Trans_In_Process_User
- Trans_Shipped_Date
- Trans_Shipped_User
- Trans_Received_On
- Trans_Received_By
- Trans_Whse_From_Code
- Trans_Whse_From_Desc
- Trans_Whse_To_Code

- Trans_Whse_To_Desc
- Trans_Memo
- Trans_For_Job
- Trans_For_Service
- Journal - Journal_Id

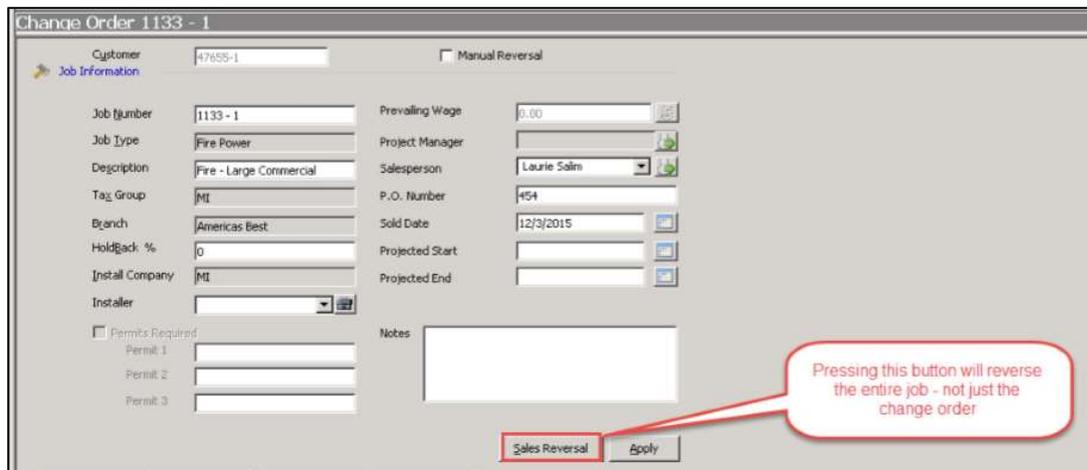
Jobs

Jobs

Jobs will now automatically open to the Job Costing screen. For users who do not have permission to view job costing, jobs will continue to open to the Sales Summary screen.

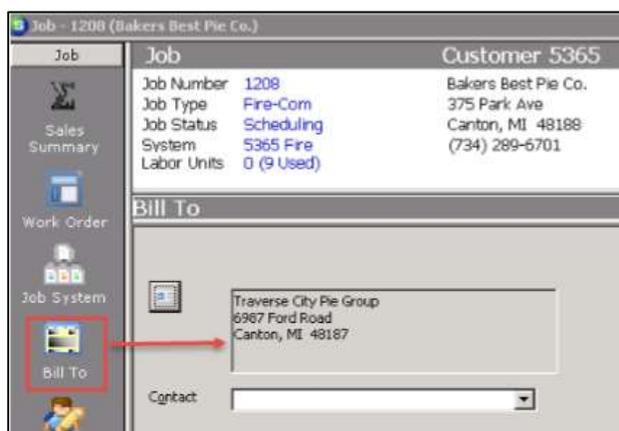
Sales Reversal

The sales reversal button on all work orders (original and change orders) will reverse the entire job. The job will automatically close from the screen and be locked down. Reversed jobs cannot have work continued in them and every field will be blocked from data entry. Please use the sales reversal button with extreme caution. SedonaOffice Support staff will not be able to “un-reverse” a job from behind the scenes if this is pressed in error.



Bill To

A new button has been added which enables users to select which Bill To address should be used on job invoices. The default entry is the Bill To address marked as the primary Bill To for jobs. When this default is changed all invoices for the job will use the updated Bill To. However, the Bill To address in the job heading will remain the primary Bill To address assigned for jobs.



Commissions

The default posting date for commissions has been changed to “today’s date” instead of the date that the job was sold.

The screenshot shows the 'Commissions' window. At the top, there are input fields for 'Install Total' (3000.00), 'Commissionable %' (100.00), 'Commissionable' (3000.00), and 'Recurring' (0.00). Below these are radio buttons for 'Salesperson 1' (selected, 'Madison.Morrison', 100.00%) and 'Salesperson 2' (0.00%), and a checkbox for 'Split Sales Production'. There are 'Remove All' and 'Apply' buttons.

Salesperson	Commission Type	Post Date	Commissionable	Rate	Commission
Madison.Morrison	GP	4/14/2016	0.00	2.00	0.00

At the bottom, there are more input fields: 'Salesperson' (Madison.Morrison), 'Commissionable' (0.00), 'Commission Type' (GP), 'Rate' (2.00), 'Posting Date (GL)' (4/14/2016), and 'Commission' (0.00). There is a checkbox 'Select from all other Salespeople' and 'Apply', 'New', and 'Delete' buttons.

Costing

A new variance column has been added to the Costing tab. This will show the dollar variance between the estimated and actual costs.

Job - 1208 (Bakers Best Pie Co.)

Job	Job	Customer 5365	Site
Job Number	1208	Bakers Best Pie Co.	Bakers Best Pie Co.
Job Type	Fire-Com	375 Park Ave	375 Park Ave
Job Status	Scheduling	Canton, MI 48188	Canton, MI 48188
System	5365 Fire	(734) 289-6701	(734) 289-6701
Labor Units	0 (9 Used)		

Costing

	Estimated	Actual	Variance	WIP
Income				
Install Charge	\$2,000.00	\$2,000.00	\$0.00	Material 1
Change Orders	\$0.00	Hold Back \$0.00		Material 2
				Labor
				Permits_Fees
				Freight
				Equipment Rental
				Overhead
				Commissions
				Other
				Total WIP
				Recurrings
				Est
				Job RMR
				Act
				Activated RMR

Apply Include WIP Amounts

Purchase Orders

When more than one phase exists on a job, a new box entitled "Select Phase For Part Selection" will appear when creating a PO within the job.

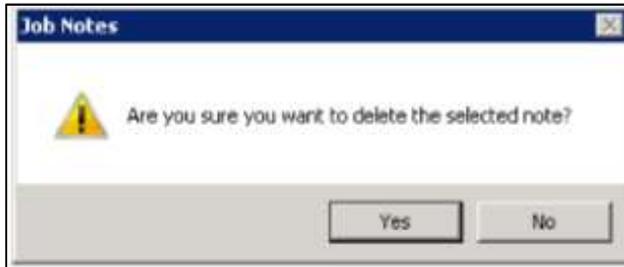
Select Phase for Part Selection

Phase Code	Start Date
Phase 01	12:00:00 AM
Phase 02	12:00:00 AM

This enables additional quantities of the same parts ordered within the main job to be re-ordered again under a different phase code. Using a different phase code prevents users from receiving an error indicating that all parts had previously been ordered from the vendor.

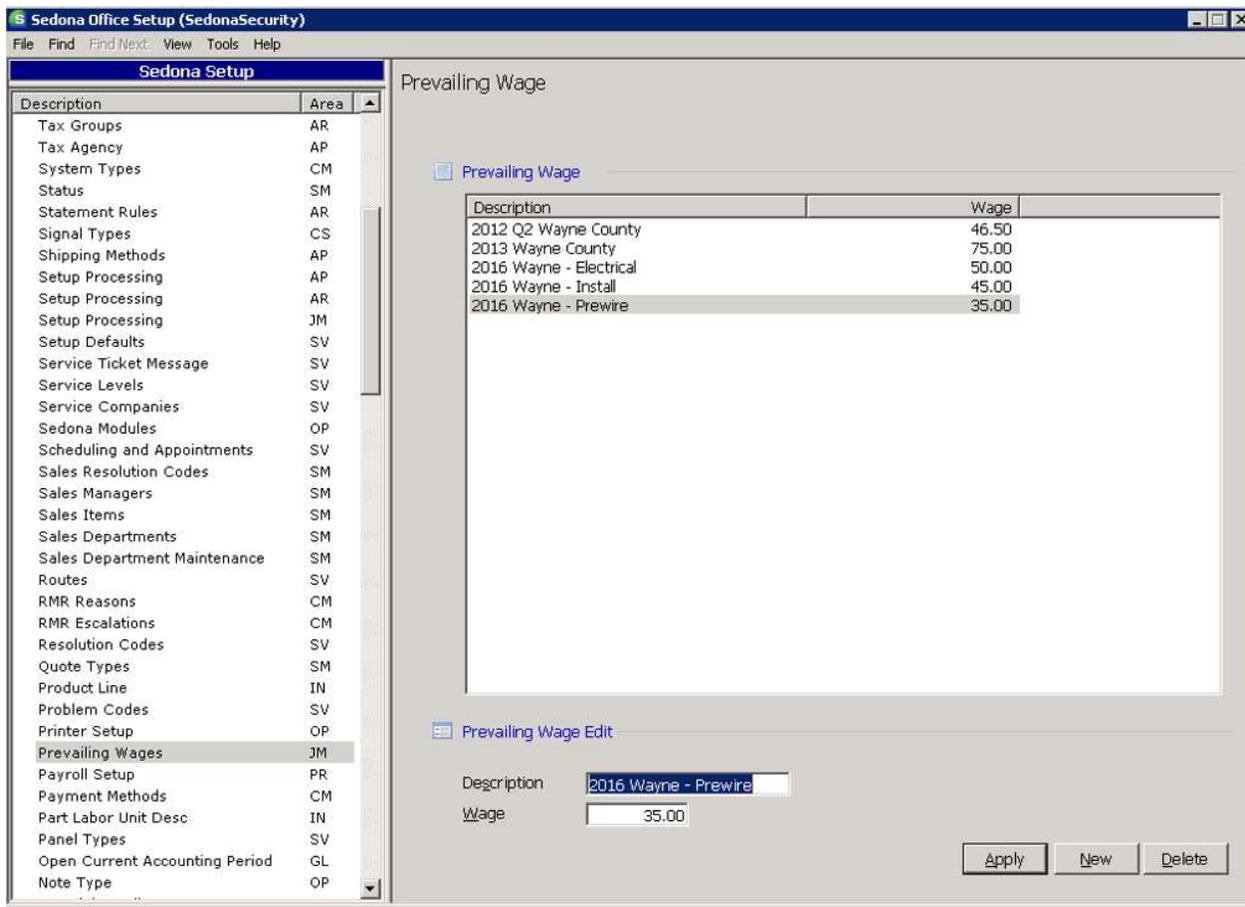
Notes

The user will now be presented with a warning message when attempting to delete a note within a job.



Prevailing Wages

It is now possible to assign a different prevailing wage to each technician when entering their timesheets manually on a job. The Prevailing Wage table within Sedona Setup must be updated to show each type of prevailing wage that could be applied to a technician's timesheet.



When timesheet information is entered, it is possible to select a specific prevailing wage rate to apply to an employee's time based on the type of work performed. To select which prevailing wage to apply to a timesheet, press the button adjacent to the Pay Rate field. This will open the Prevailing Wage table from which the appropriate rate may be selected.

The screenshot shows a software interface for job management. A 'Prevailing Wage' dialog box is open, displaying a table of wage rates. A blue arrow points from the '...' button next to the 'Pay Rate' field in the main form to the dialog box.

Description	Wage
2012 Q2 Wayne County	46.50
2013 Wayne County	75.00
2016 Wayne - Electrical	50.00
2016 Wayne - Install	45.00
2016 Wayne - Prewire	35.00

The main form below the dialog shows the following fields:

- Date: 2/10/2016
- Installer: Mike Walker
- Job Task: Prewire
- Description: [Empty]
- Labor Task: [Empty]
- Units: 1
- Pay Rate: 46.50
- Amount: 46.50

Job Query Builder

The following fields have been added to the Jobs Query Builder:

- Labor_Task
- Labor_Task_Est_Units
- Labor_Task_Est_Cost
- Labor_Task_Phase_Code
- Labor_Task_Phase_Desc

RP

International Date Formats

The following reports have been updated to support international date formats:

- Blanket PO Expiration
- Contract Expiration
- Customer Cancellations
- Cycle PO Expiration
- Monitored By
- Warranty Expiration

Inactive Systems

The Following reports have been updated to exclude inactive systems from their results:

- Contract Expiration
- Warranty Expiration

Australian GST – and again in .40

This report was written for a specific customer according to their specifications. The report now selects records based on the invoice/credit date instead of the posting date. The example below assumes GST calculations at 10%. Users may select the GST tax rate at the time the report is run. This report uses user defined vendor checkbox 1 which has been defined as “International”. When a checkmark is not in placed in the International box, the following groupings apply:

- C1 is taxable line items to a Fixed Asset account type.
- C2 is non-taxable line items to a Fixed Asset account type.
- P1 is all taxable line items that are to an account type other than Fixed Asset.
- P2 is all non-taxable line items that are to an account type other than Fixed Asset

When a checkmark is placed in the International box, all transactions for that vendor go into a P1 grouping which is not taxable regardless of the GST flag at the line item level.

11/5/2016

Australian GST Report
SedonaSecurity
May 2016

Group	Register Number	Posting Dt	Vendor	Doc Dt	Doc Number	Base Amt	Tax Amt
C1	608882	5/11/2016	American Profit Recover	5/11/2016	7245	0.00	0.00
C1			AU Capital Purchase - GST Liabie			0.00	0.00
C2	608884	5/11/2016	Staples Inc.	5/11/2016	2345	2,250.00	0.00
C2			AU Capital Purchase - GST Exempt/CLS Free			2,250.00	0.00
P1	608881	5/11/2016	Amazon.Com, Llc	5/11/2016	AB238	650.00	65.00
P1			AU Purchase - GST Liabie			650.00	65.00
P2	607231	5/1/2016	Staples Inc.	5/1/2016	9854	6.25	0.00
P2	607206	5/1/2016	Liberty Power	5/1/2016	Super Bill	10.00	0.00
P2	608882	5/11/2016	American Profit Recover	5/11/2016	7245	50.00	0.00
P2	607275	5/13/2016	A+ Cleaning Services	5/13/2016	prepaid	70.00	0.00
P2			AU Purchase - GST Exempt/CLS Free			136.25	0.00
PI	608800	5/9/2016	Supermedia, Llc	5/9/2016	PS1264	275.00	0.00
PI	608801	5/9/2016	Supermedia, Llc	5/9/2016	PS9845	375.00	0.00
PI	608890	5/11/2016	Supermedia, Llc	5/11/2016	A0467	395.00	0.00
PI			AU Purchase - Import			1,045.00	0.00

Balance Sheet (Classic) Export

The Balance Sheet (Classic) Report will export to Excel with a separate column for the account number and a separate column for the account description. The standard Balance Sheet report when exported combines the account number and description into the same column.

Deferred Income Summary Audit

The amounts on this report will now be based on the posting dates of invoices and credits rather than the dates of invoices and credits. This modification is being made for those customers that use posting dates other than the date of the invoice or credit.

GL Register Entries Report

The GL Register Entries report now has an export button enabling data to go out to a .csv file without page headers.

Closed Service Ticket Cost

This is a custom report written for a specific customer according to their specifications. Modifications to this report have been made at the report owner's request. When this report is grouped by technician, the name of the service company will now be included next to the technician's name. This separates the technicians when there are tickets handled by third party service providers. The "hide inactive routes" box should not be checked when running this report. This report may now be exported to Excel.

Closed Service Ticket Cost – Not Invoiced*

This is a custom report written for a specific customer according to their specifications. Modifications to this report have been made at the report owner's request. When this report is grouped by technician, the name of the service company will now be included next to the technician's name. This separates the technicians when there are tickets handled by third party service providers. . The "hide inactive routes" box should not be checked when running this report. This report may now be exported to Excel.

Open Service Tcket Cost

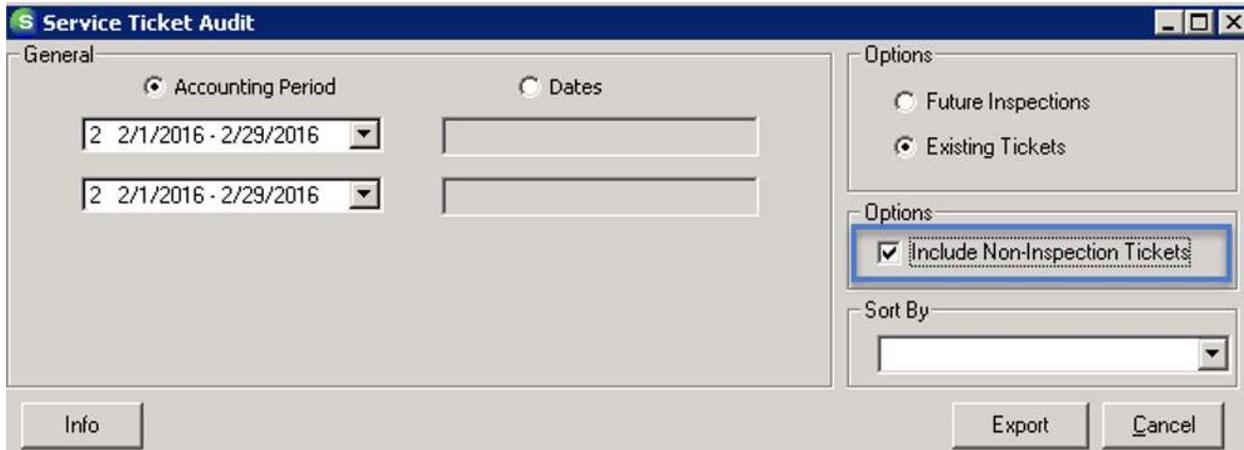
This is a custom report written for a specific customer according to their specifications. Modifications to this report have been made at the report owner's request. When this report is grouped by technician, the name of the service company will now be included next to the technician's name. This separates the technicians when there are tickets handled by third party service providers. This report may now be exported to Excel.

Service Sales History

This is a custom report written for a specific customer according to their specifications. Modifications to this report have been made at the report owner's request. This invoice item column will now display the part code when applicable. The formatting on the page header has also been modified.

Service Audit Export

This is a custom report for a specific customer that does not have a printable report. All information is exported to Excel. This report now has the ability to include non-inspection tickets. In addition, the fields Scheduled For and Last Technician were added to the export and when the existing ticket option is selected, the report now makes selections based on the Scheduled For field instead of the Created Date.

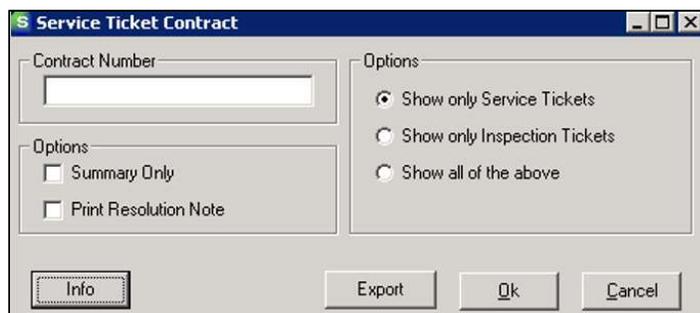


Service Commissions Report

This is a custom report designed for a specific customer’s commission policy and is unlikely to fit the needs of customers other than the one it was written for. It does not have a printable version and exports to Excel. This report now includes a notes field as well as the usercode of the individual that created the invoice. Credit will show only for the technicians selected.

Service Ticket Costs By Contract

This is a customized report that was commissioned by a specific customer according to their specifications. The report provides invoice and expense analysis broken out by Materials, Labor, and Other for service tickets created within the period covered by the contract at the system level. Tax is not included in the amounts.



Contract Number – Enter the contract number you would like to review. You can only enter one contract number. If you leave this field blank, the report will run for all contracts. The report will not display service tickets on a system if the system does not have a contract number entered.

For a ticket to be included, it must have a created date on or after the contact start date but prior to the contract end date (Contract end date = Contract Start Date + Number of Months).

Ticket Type – The options section on the right of the screen allow you to select to Show only service tickets (tickets which are not inspection tickets), Show only inspection tickets, or both.

Printing Options –The Options section on the left of the screen, below Contract Number, are Printing Options. If you choose to print a summary only version, this report will not list each service ticket but will still provide subtotals based Contract Number and Site. If Print Resolution Note is selected the resolution note will display as a third line for each ticket. This option is not available if you have Summary Only selected.

The report is grouped by Contract Number and Site. Within this grouping in the detail section, tickets are sorted by System Account and Ticket Number.

The summary section at the end of the report will subtotal by Contract Number and Site.

Contract Service Ticket Report											SedonaSecurity			
Ticket Number	Problem Code	Creation Dt	Closed Dt	Res Code	Totals				Materials		Labor		Other	
					Invoiced	Expenses	PCT Hours	Invoiced	Expenses	Invoiced	Expenses	Invoiced	Expenses	
Customer Number	Site Name	Site Address												
13004 - 19492 - Kelly Ferguson - 8 Livingston Road, Plymouth MI, 48170														
	Site Total Tickets:	1			255.00	59.00	76.86%	3.68	0.00	0.00	195.00	59.00	60.00	0.00
13005 - 19493 - Darren Jacobs - 33 Juniper Rd, Solon OH, 44139														
	Site Total Tickets:	1			655.00	173.42	73.52%	5.30	168.75	75.00	431.25	98.42	55.00	0.00
13900 - 2907 - Jason Harris - 220 Somerset Street, Novi MI, 48375														
	Site Total Tickets:	1			0.00	(27.50)	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	(27.50)
14646 - 14847 - Danielle Gordon - 67 Northbrook Dr., Novi MI, 48375														
	Site Total Tickets:	1			227.00	132.94	41.44%	2.50	32.00	9.19	135.00	123.75	60.00	0.00
15387 - 18123 - Deanna Jones - 33 Old Meadow Rd, Chagrin Falls OH, 44022														
	Site Total Tickets:	1			387.60	188.93	51.26%	2.00	222.60	98.93	105.00	90.00	60.00	0.00
15971 - 948 - Jessica Frank - 72 Grist Mill Rd., Novi MI, 48375														
	Site Total Tickets:	2			195.00	31.70	83.74%	2.00	30.00	11.70	105.00	20.00	60.00	0.00
16397 - 7209 - Bryan Fowler - 32 South Lee Rd, Cleveland OH, 44110														
	Site Total Tickets:	1			406.96	200.87	50.64%	2.25	226.96	100.87	120.00	100.00	60.00	0.00
16445 - 7269 - Michael Bryan - 10 Bethal Lane, Novi MI, 48375														
	Site Total Tickets:	1			186.53	283.66	-52.07%	6.22	74.03	5.00	112.50	278.66	0.00	0.00
16660 - 13565 - Clayton Johnson - 25 Terrys Plain Rd, Chagrin Falls OH, 44022														
	Site Total Tickets:	1			445.00	138.00	68.99%	3.07	0.00	0.00	330.00	138.00	115.00	0.00
16675 - 13579 - Leila Mills - 66 North Parker Road, Novi MI, 48375														
	Site Total Tickets:	4			710.50	118.75	83.29%	7.25	53.00	8.75	472.50	110.00	185.00	0.00
16678 - 13582 - Luke Allison - 353 Geraldine Dr., Solon OH, 44139														
	Site Total Tickets:	1			266.65	10.66	96.00%	0.00	26.65	10.66	180.00	0.00	60.00	0.00
Page 89 of 95 Report selection criteria displayed on the last page. September 26, 2016 3:34:26 PM														

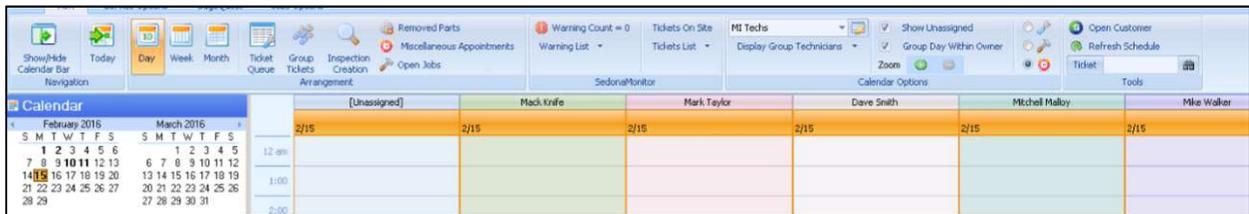
SV

Service Ticket Custom Form 13

This service ticket format now displays a PO for labor on vendor service tickets. The notes on this ticket format now print in ascending order.

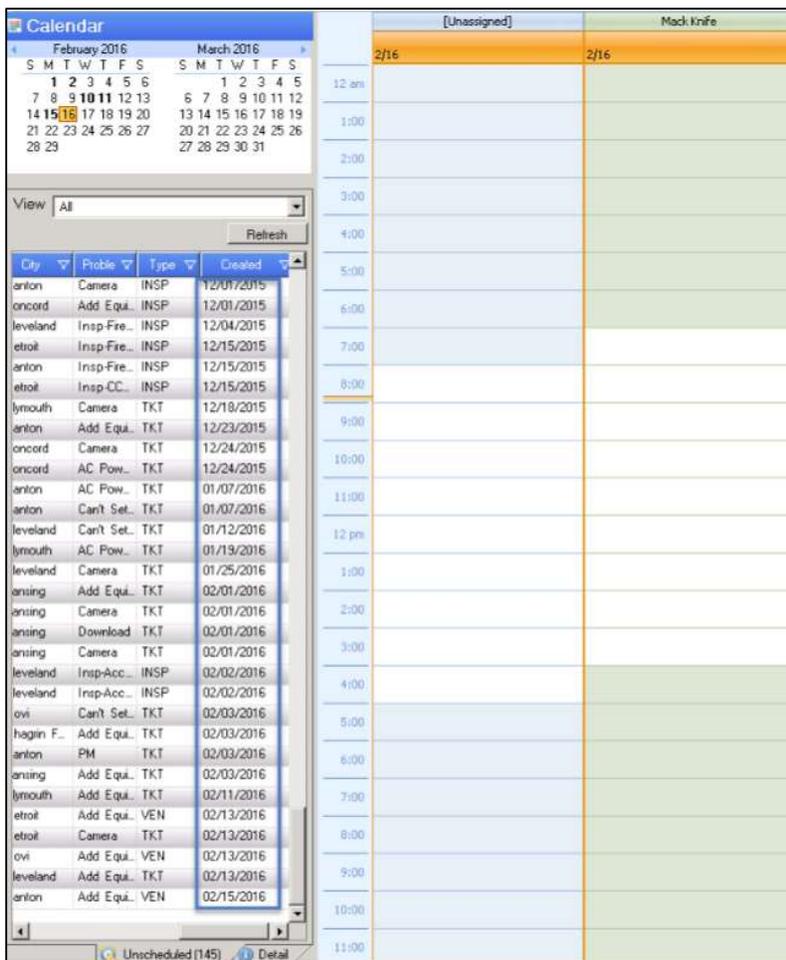
Schedule Board

The month and day now display below each technician's name for US installations



Unscheduled Ticket Grid

A ticket creation column has been added to the Unscheduled Ticket Grid.



Service Ticket Queue Field Chooser

The following fields have been added to the Field Chooser:

Created By, User Table 4, User Table 5, User Table 6, User Table 7, and User Table 8

Part Descriptions

It is now possible to overwrite the description of a part on a service ticket and have that new description appear on an invoice.

The screenshot shows a software interface for a service ticket. At the top, it says "Ticket #3773" and "Central Station". Below this is a navigation bar with icons for Service Ticket, Custom Fields, Appointments and Labor, Billing, Documents (0), Equipment and Parts (highlighted), Journal, Notes (0), Other Items, and Purchase Orders (0). There are also links for Service History, Ticket Log, and Ticket Group. A "Part Descriptions" section is visible with checkboxes for "Parts covered by contract" and "COGS Account: 520001".

Customer information includes: Customer 12769, Our Lady Of Victories, Site Our Lady Of Victories, 148 Spring Street, Cleveland OH 48105, Eastern Time. Ticket details include: Created 3/15/2016 8:58 AM, Created By Administrator, Status Open, Contact, Phone, and Notify fields.

Customer Equipment Detail					Installed				Removal	
Part	Description	Qty	Location	Local Zone	Date	Type	Desc	Serial-Lot	Date	Remove

Service Ticket Parts										
Stock	Warehouse	Part	Description	Location	Qty	Unit Price	Total Price	Est Tax	Costing	Serial-
* [checked]	Main-MI	016105X32D	Custom Description For This Pat		1	281.0100	281.01	21.78	Standard	

Buttons: New, Save

The screenshot shows an 'Invoice' window with the following details:

- Customer ID:** 12769
- Category:** SVC Cont
- API Account:** 110110
- Tag Group:** OH-Cuyahoga County
- Invoice #:** 334219
- Customer Address:** Our Lady Of Victories, 148 Spring Street, Cleveland, OH 48105
- Invoice Date:** 3/29/2016
- Branch:** OH
- Warehouse:** (empty)
- Invoice Type:** Service
- Service:** N/A
- Invoice Type:** Service
- Service:** N/A
- Invoice Type:** Service
- Service:** N/A

Part	Description	Qty	Unit Rate	Amount
016105K320	Custom Description For This Part	1	281.01	281.01

Sub Total: 346.01
Tax: 26.82
Total Balance Due: 372.83

Printed Service Tickets

The following service ticket forms have been updated to support the new service ticket part description override:

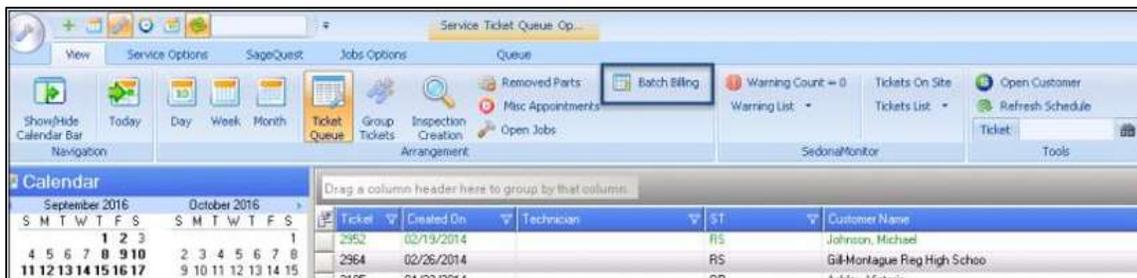
S01, C06, C08, C09, C11, C12, C13, C14, and C15

Batch Billing

Service and inspection tickets which are not part of Group Tickets are now eligible to be automatically billed in bulk through batch billing. All resolved tickets that have an amount to be billed greater than \$0.00 will be displayed in the batch billing queue. Tickets may not be opened in the batch billing queue to view their contents. The review process prior to billing (including selection of a credit card if the customer designated one to be used) must be accomplished in the service or inspection queues. Only one user may batch bill at any one time. Users working outside of batch billing will be prevented from viewing any tickets in which there is a checkmark indicating that the ticket is ready to be billed.

Usergroup Permissions Users that will be utilizing batch billing must be given the permission “Batch Billing” in their usergroup.

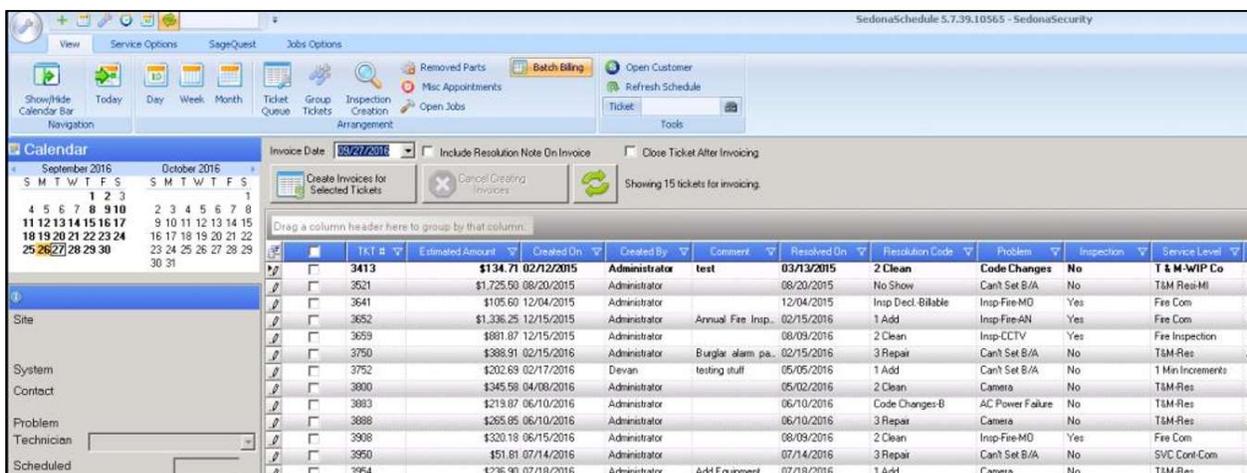
Batch Billing Queue The batch billing queue may be accessed by pressing the Batch Billing button within SedonaSchedule under the View tab.



A list of all resolved tickets that will have invoices created greater than \$0.00 will be displayed in the Batch Billing Queue.

The format of the Batch Billing queue is the same as the general Service Ticket queue. The field chooser can be selected at left to select which columns show, and the tickets can be grouped by a specific column just as in the Service Ticket queue. The viewing selections you make in the general Service Ticket queue will not carry over to the Batch Billing queue. You must select which fields you want to display separately for these two queues.

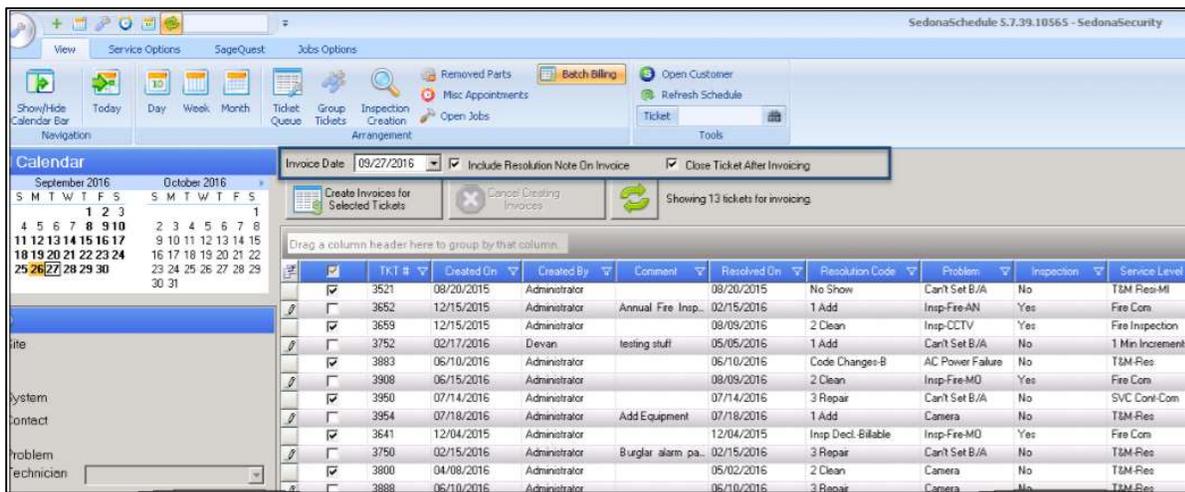
Note: Although you can still re-organize fields in the Batch Billing queue, unlike the general Service Ticket queue, re-organization of the columns in the Batch Billing queue will not save as part of user preferences. The fields will remain re-arranged for the current session only.



Refresh Button – This is the circling green arrows button, and it helps ensure all tickets are brought into the queue for billing. If a ticket has just been marked for billing, but is not appearing in the queue, press the Refresh button to include the ticket in this set of batch bills.

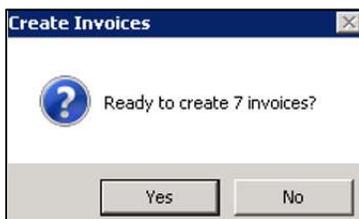
Select what Invoice date should be used for all the invoices you are about to create using the date selection field at the top. At the top also select whether the resolution note on the ticket should be included on the memo of the invoice, and whether the ticket should be closed after billing takes place by placing check marks in the appropriate boxes.

To select which tickets should be billed place a check mark in the box to the left of each desired ticket. This will lock out the ticket from viewing by all users until billing has been completed

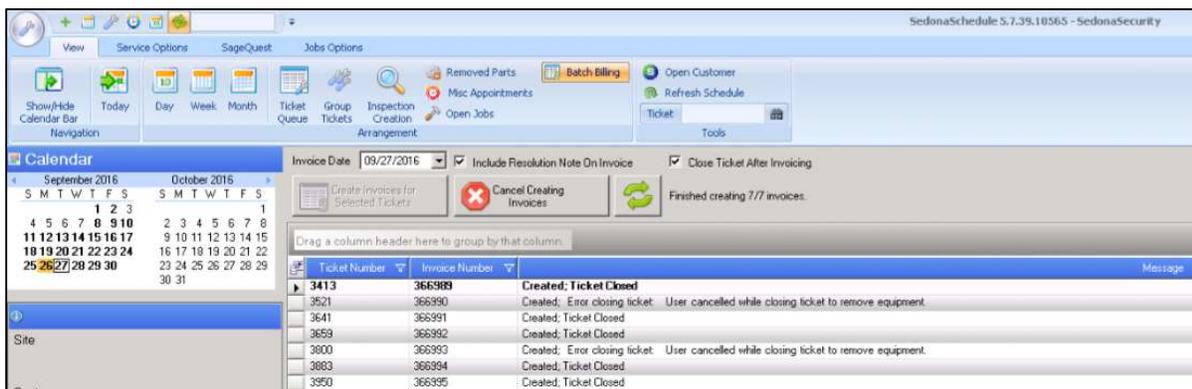


When the correct invoice selections have been made, press the button to “Create Invoices for Selected Tickets”.

The system will confirm how many invoices have been slated to be created and ask:



Once the Yes button is selected the system will create the invoices and display a message next to each ticket. If any problems that were encountered during invoice creation it will be listed in the message. This list of tickets and messages cannot be printed so if problems did occur users should use either Snipit (provided by Microsoft on every Windows installation) or CTRL-Print Screen to capture the errors. Once the batch billing screen has been exited, it will not be possible to bring these messages back again.



The invoices just created through batch billing will be visible in the Accounts Receivable print queue as well as on the customer record. Any customer whose service ticket was marked to bill to a credit card will have that invoice waiting in a batch to be submitted to Forte

SS

Alternate Company Addresses

The Alternate Company Addresses table will now accept international telephone numbers:

Sedona Modules

SedonaOffice will be migrating away from country codes assigned to licenses and instead will make country determinations based on the country selected in the Sedona Modules setup table in SedonaSetup. Some areas which will be controlled by this new country selection are AR tax wording for type of tax being charged to customers (e.g. Tax vs. GST/HST), customer identification numbers, and spellings within the program. This change will be happening over multiple releases.

To select your country, navigate to the “Region” section of the Sedona Modules setup table (this setup table is only accessible under the user id “Administrator”). The default is US, so any customer not in the United States should have their SedonaOffice Administrator access this table and ensure that the Country Code is set to the appropriate country.

After the country is selected US customers will be prompted for an Employer Identification number (EIN), Canadian Customers will be prompted for a Business Number (BN), Australian Customers will be prompted for an Australian Business Number (ABN), etc.

Sedona Office Setup (SedonaSecurity)

File Find Find Next View Tools Help

Sedona Setup

Description	Area
Sedona Modules	OP
Custom Fields Setup (Vendor)	AP
Custom Fields Table1 (Vendor)	AP
Custom Fields Table2 (Vendor)	AP
Custom Fields Table3 (Vendor)	AP
GL Account Defaults	AP
Setup Processing	AP
Shipping Methods	AP
Tax Agency	AP
Terms	AP
Vendor Types	AP
Vendors	AP
Aging Buckets	AR
Alternate Company Addresses	AR
Banks	AR
Check 21 Setup	AR
Credit Reason	AR
EFT Credit Card Types	AR
EFT Setup	AR
GL Account Defaults	AR
Invoice Descriptions	AR
Invoice Items	AR
Item Types	AR
Late Fee Rules	AR
Setup Processing	AR
Statement Rules	AR
Tax Groups	AR
Tax Tables	AR
Terms	AR
Cancellation Profiles	CM
Cancellation Tasks	CM
Chain Accounts	CM
Collection Statuses	CM
Custom Fields Setup(Customer)	CM
Custom Fields Setup(Site)	CM
Custom Fields Setup(System)	CM

Sedona Modules

Sedona Processing Options

Processing Level: 1 *Low - Basic Sedona Processing*

Change Password Every: 0 Days

Use Sedona Modules

- Use Client Management?
- Use Accounts Receivable?
- Use General Ledger?
- Use Accounts Payable?
- Use Central Station Tracking?
- Use Job Management?
- Use Sales Management?
- Use Stock Tracking?
- Use Service?

Region

Country: US *United States*

Security Level	Description
AU	Australia
CA	Canada
IE	Ireland
JM	Jamaica
MX	Mexico
NZ	New Zealand
GB	United Kingdom
US	United States

Region

Country: US *United States*

EIN: 12-3456789

Apply

User Groups Table

Three new permissions have been added to the Usergroups table: Access to Terminate Inspections, Batch Billing, and Comdata Interface.

Note: Unless the Comdata add-on module has been purchased and turned on by our staff, having this icon visible will not result in any AP bills being sent to Comdata.

Code	Description
Administrator	Administrator
Application Access Report Access	
Access	Module
<input type="checkbox"/> Site Items	CM
<input type="checkbox"/> Site Transfer	CM
<input type="checkbox"/> System Custom Fields	CM
<input type="checkbox"/> System Documents	CM
<input type="checkbox"/> Client Management Reports	CM
<input type="checkbox"/> Central Station Tracking Data	CM
<input type="checkbox"/> Access to Complete Cancellations	CM
<input type="checkbox"/> Access to Add/Edit Inspections	CM
<input type="checkbox"/> Access to RMR Escalations	CM
<input checked="" type="checkbox"/> Access to Terminate Inspections	CM
<input type="checkbox"/> Accounts Receivable	AR

Code	Description
Administrator	Administrator
Application Access Report Access	
Access	Module
<input checked="" type="checkbox"/> Change Ticket Category	SV
<input checked="" type="checkbox"/> Close Tickets	SV
<input checked="" type="checkbox"/> Able to Remove Parts from Service Tickets	SV
<input checked="" type="checkbox"/> Select Closed Service Ticket for Costing	SV
<input checked="" type="checkbox"/> Override Parts Reconcile	SV
<input checked="" type="checkbox"/> Export Ticket Queue	SV
<input checked="" type="checkbox"/> Edit Customer Comments	SV
<input checked="" type="checkbox"/> Bill Ticket to Cycle	SV
<input checked="" type="checkbox"/> Batch Billing	SV
<input checked="" type="checkbox"/> General Documents	DX
<input checked="" type="checkbox"/> Allow Document Edit (All Documents)	DX

Code	Description
Administrator	Administrator
Application Access Report Access	
Access	Module
<input checked="" type="checkbox"/> Print Purchase Orders	AP
<input checked="" type="checkbox"/> Purchase Orders	AP
<input checked="" type="checkbox"/> Recurring Items	AP
<input checked="" type="checkbox"/> Suggested PO List	AP
<input checked="" type="checkbox"/> Vendors	AP
<input checked="" type="checkbox"/> Write Checks	AP
<input checked="" type="checkbox"/> AP Query Builder	AP
<input checked="" type="checkbox"/> Comdata Interface	AP
<input checked="" type="checkbox"/> Acknowledge PO	AP
<input checked="" type="checkbox"/> Edit Existing Transactions	AP
<input checked="" type="checkbox"/> ADI Integration	AP
<input checked="" type="checkbox"/> Vendor Custom Fields	AP
<input checked="" type="checkbox"/> Vendor Documents	AP

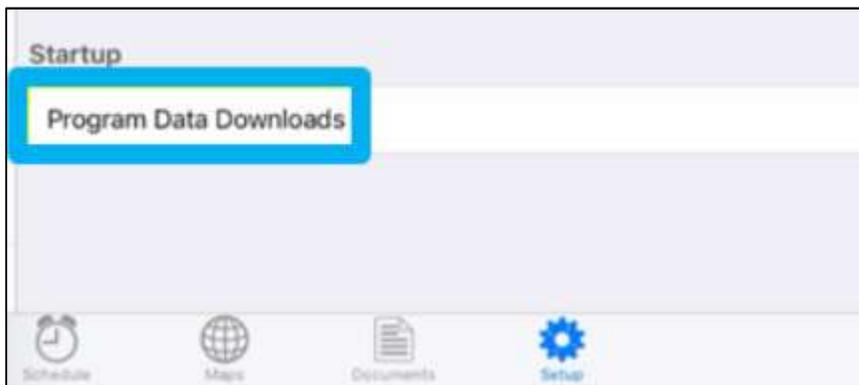
FSU

Startup

You now have greater control over what information updates when you refresh.

In Program Data Downloads all downloadable data types are listed. Select the switch to make green any data you want to update the next time you refresh. Or leave the switch off and instead enter how often you want that data type to refresh as a number of days. If you turn the switch green it will automatically revert to Every _ days after it loads. This is to prevent startup items from downloading every time the app refreshes. The green check or red x on the left indicates if that item loaded properly the last time it was scheduled to.

Note: setup data no longer refreshes when you pull down on the schedule. To refresh setup data you must close and re-open the app.

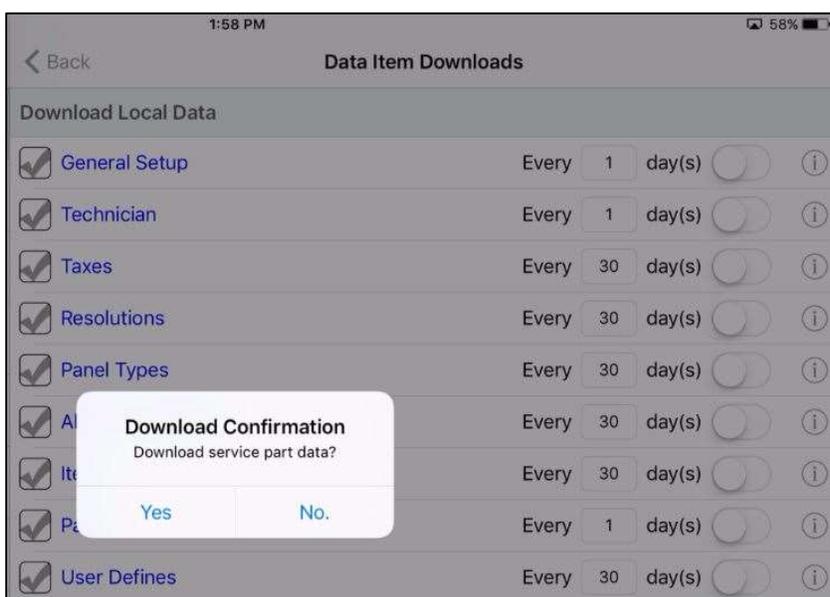
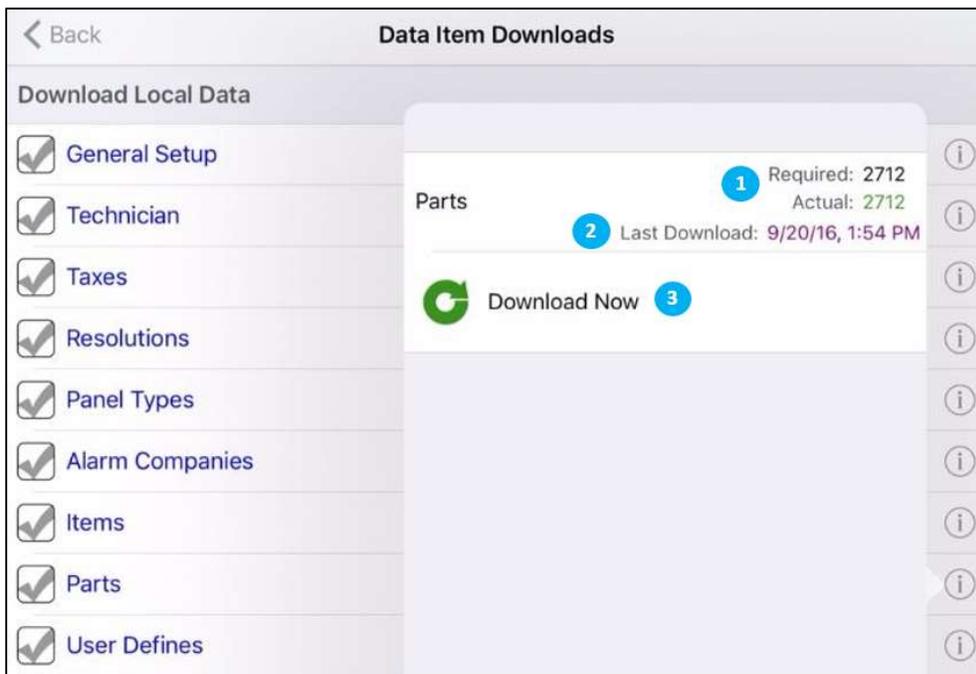


Data Item Downloads	
Download Local Data	
<input checked="" type="checkbox"/> General Setup	Every 1 day(s) <input type="checkbox"/> ⓘ
<input checked="" type="checkbox"/> Technician	Every 1 day(s) <input type="checkbox"/> ⓘ
<input checked="" type="checkbox"/> Taxes	Every 30 day(s) <input type="checkbox"/> ⓘ
<input checked="" type="checkbox"/> Resolutions	Every 30 day(s) <input type="checkbox"/> ⓘ
<input checked="" type="checkbox"/> Panel Types	Every 30 day(s) <input type="checkbox"/> ⓘ
<input checked="" type="checkbox"/> Alarm Companies	Every 30 day(s) <input type="checkbox"/> ⓘ
<input checked="" type="checkbox"/> Items	Every 30 day(s) <input type="checkbox"/> ⓘ
<input checked="" type="checkbox"/> Parts	Every 1 day(s) <input type="checkbox"/> ⓘ
<input checked="" type="checkbox"/> User Defines	Every 30 day(s) <input type="checkbox"/> ⓘ

Download Item Detail

A blue information icon now appears next to each startup item in Program Data Downloads: . If you select this it shows:

1. How many items there are to load and how many you have actually loaded
2. The last time that item was loaded
3. The Download Now option. This option allows you to re-load just that single item instead of the entire app. If selected a window will pop up and ask you to verify if you want to re-load the item. Select Yes and the load will begin.



Download Later

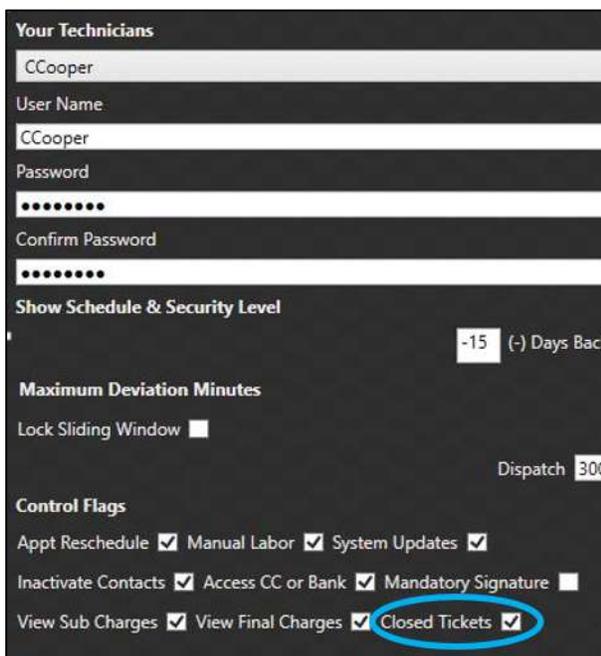
If a startup item takes more than a few moments to load a 'Download Later' option appears. Select this option and the app will immediately stop loading that item and move to the next. If the load is stopped this way the app may not have all the information it needs, but it can still gather that info in real time as you need it. Remember that gathering info in real time may cause a small performance penalty as the app must go find the data that was skipped in the download.



Schedule

View Closed Tickets

There is a new permission in the Technician Management Tool that governs whether users can see closed tickets in their schedule. If this permission is checked users will see closed tickets and if it is not checked closed tickets will not show.



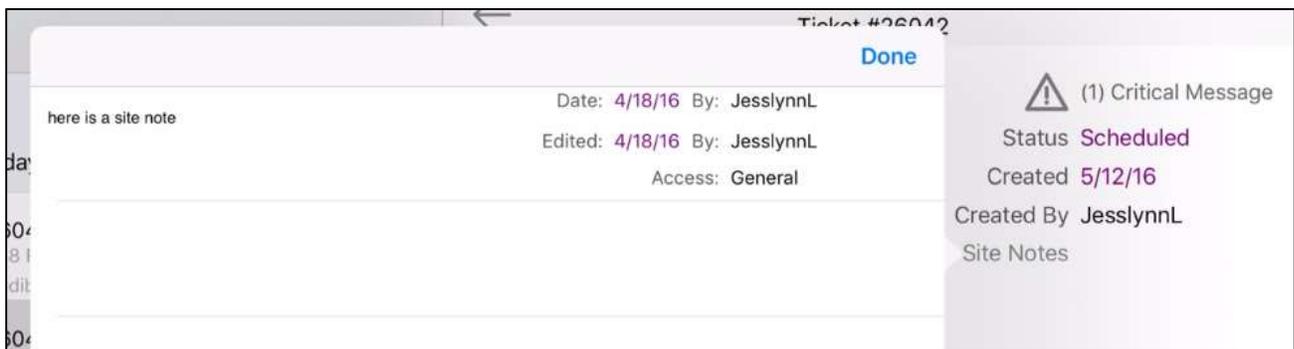
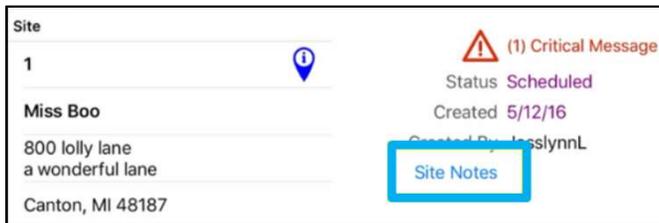
Service Tickets

Site Report

A new custom Site Report has been added which was made to work in tandem with the database of the customer who commissioned it. It cannot be generated by other customers.

Site Notes

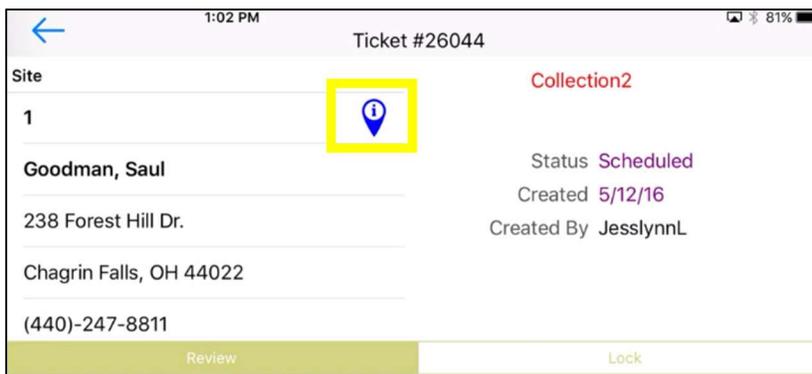
Site notes can now be viewed on the FSU by selecting Site Notes in the top right of the ticket summary. If the customer on the ticket does not have site notes this option will not appear.

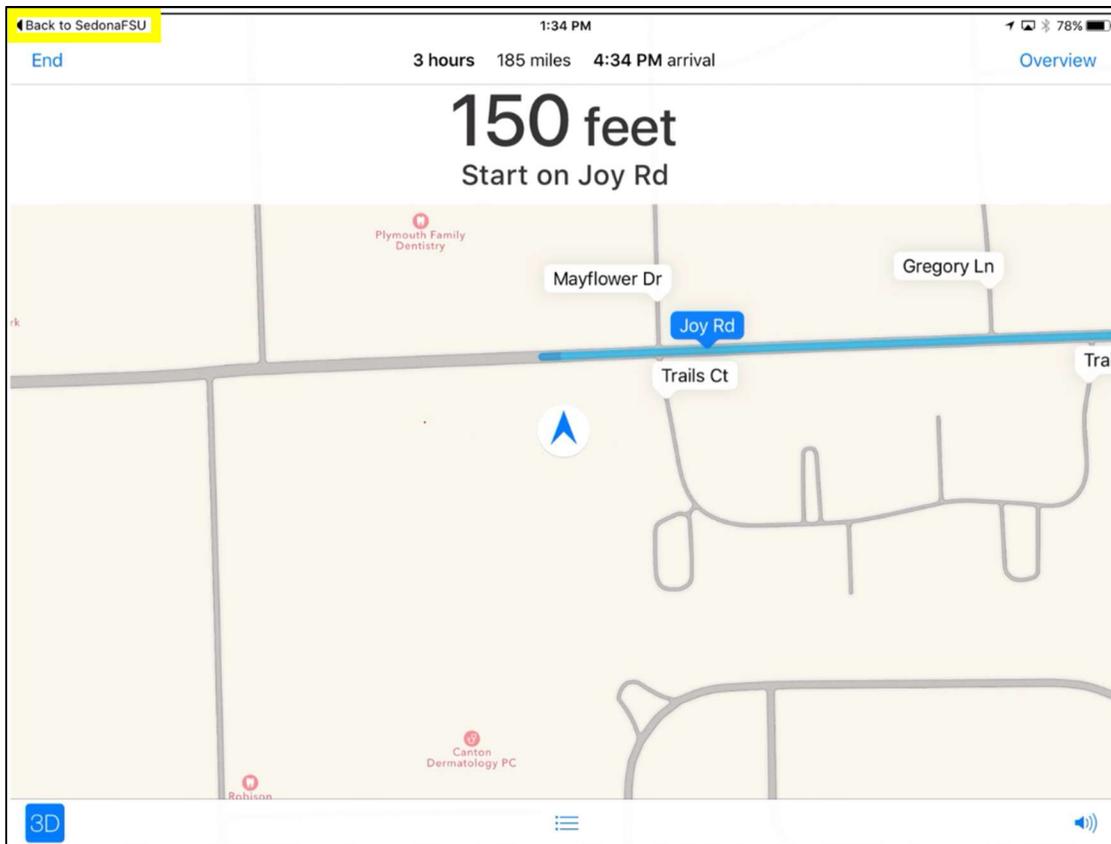
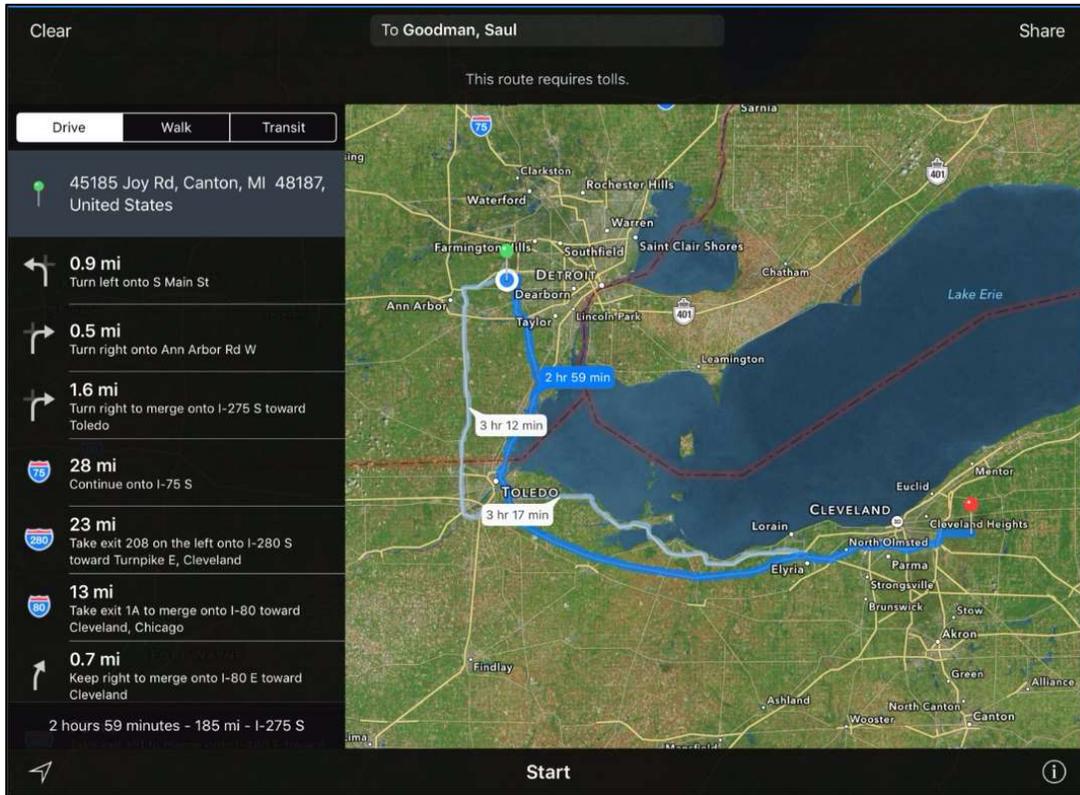


Maps

New Maps

In addition to the old maps feature users can now click on the blue 'i' in the ticket summary to get directions to that ticket's site address. A map appears at right, and written directions appear at left. Selecting start at the bottom begins GPS navigation. Users can select 'Back to SedonaFSU' in the top left corner to return to the app.

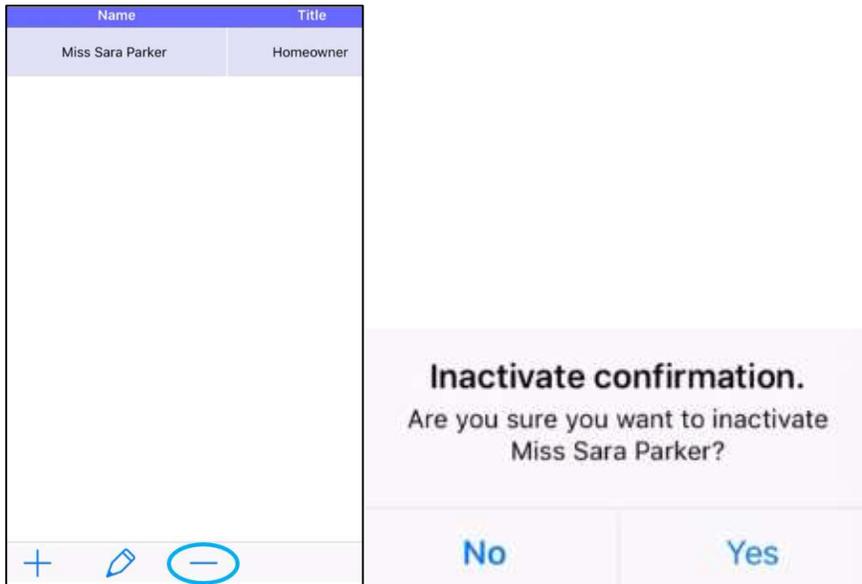




Review Tab

Inactivate Contacts

The '-' symbol in the contacts section used to delete contacts. This is no longer the case. This sign now inactivates contacts only. The Technician Management Tool permission for this has been relabeled from 'Delete Contacts' to 'Inactivate Contacts'.



Appointment Tab

Resolution Button

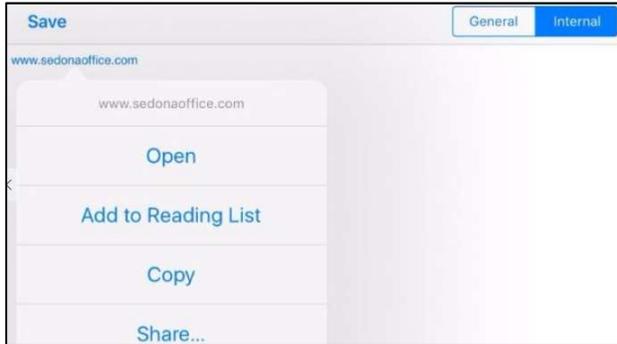
When resolving an appointment the resolution button has been changed from the word "Done" to the arrow symbol below.



Notes Tab

View Hyperlinks

To open hyperlinks within notes highlight the note, select edit, and then press and hold on the link. A window will pop up giving you the Open option.



Parts Tab

Edit Description

The description on parts can now be edited. It can be edited both as the part is being added, and afterward.

Code	MFG Code	Description	Qty	Price	Location
GI-CB875BK	GI-CB875BK	edited description	1	0	Location

Other Tab

Negative Items

Negative items can now be entered on the Other tab, and will either show as negative on the Accept tab or reduce Other charges there.

Code	Description	Qty	Price	Total	Tax
CREDIT	CREDIT	1	-20	-\$20.00	

Parts	\$0.00
Labor	\$0.00
Other	-\$20.00
Taxes	\$0.00
Grand Total	-\$20.00

History Tab

Date Order

Tickets on the history tab will now appear in reverse date order with the most recent on top.

Documents

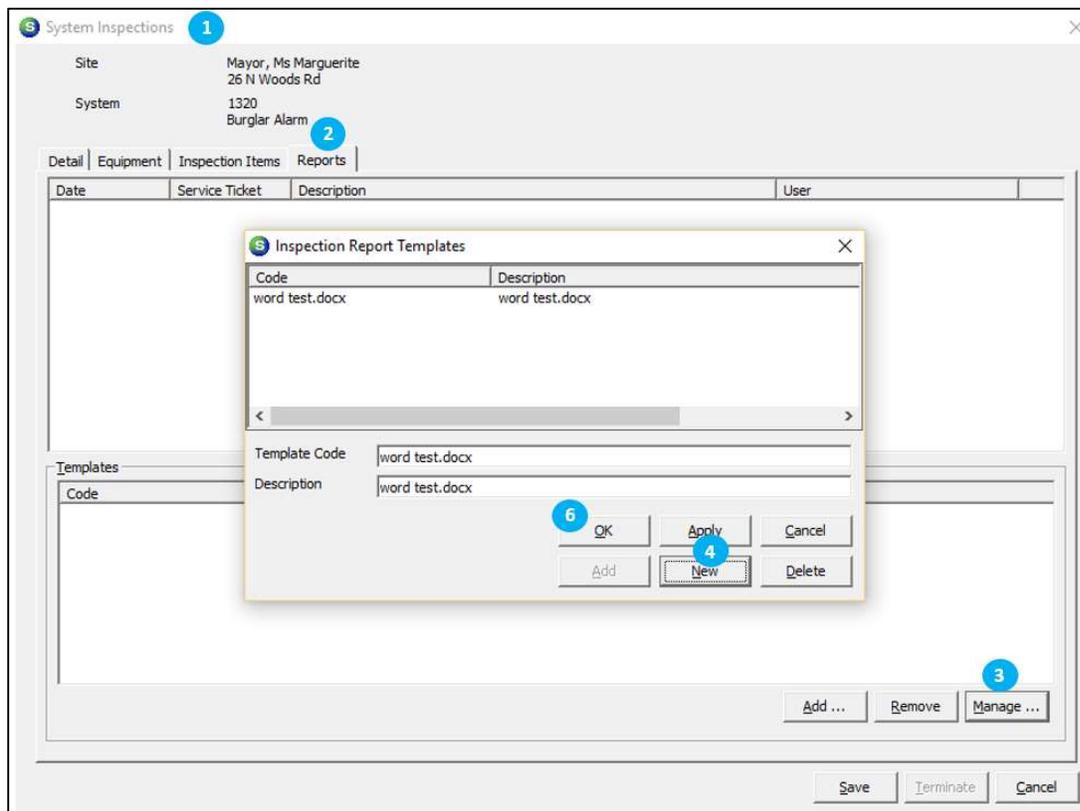
Inspection Documents

A new feature has been added for inspection tickets only. If you add an inspection template to an inspection record in SedonaOffice, that template will auto populate onto the inspection ticket, and will in turn be visible on the FSU.

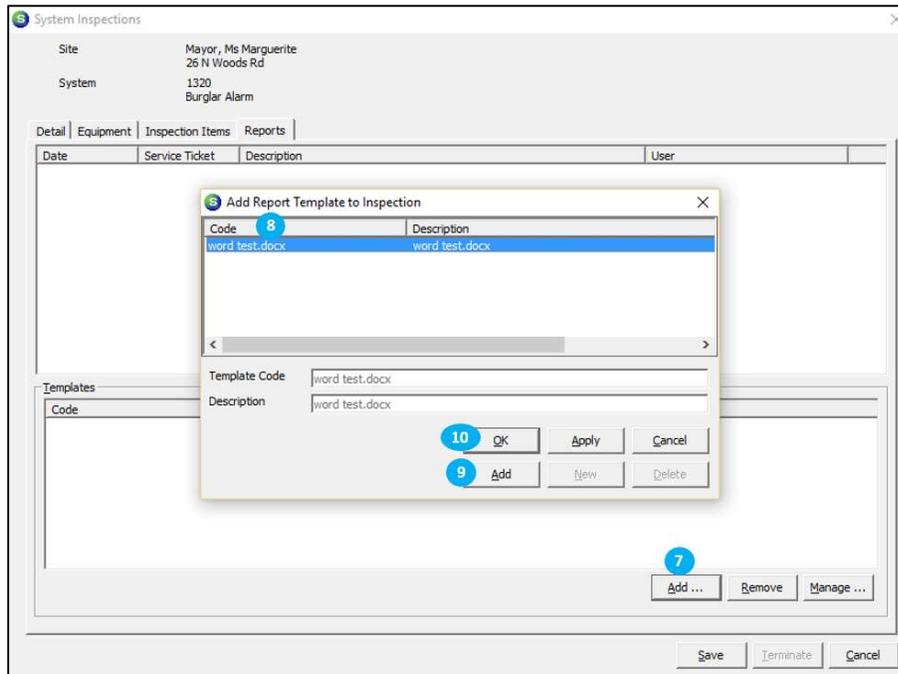
Adding Inspection Templates

To add an inspection template first create the template in whatever format you need (.docx, .pdf, .excel, etc.) and save it to your machine. Then:

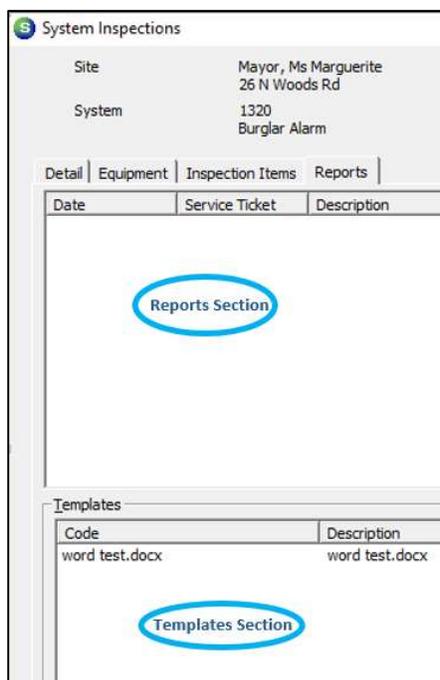
1. In SedonaOffice open an inspection record
2. Select the Reports Tab
3. Click on Manage...
4. Click New
5. Browse for your template document
6. Click Okay



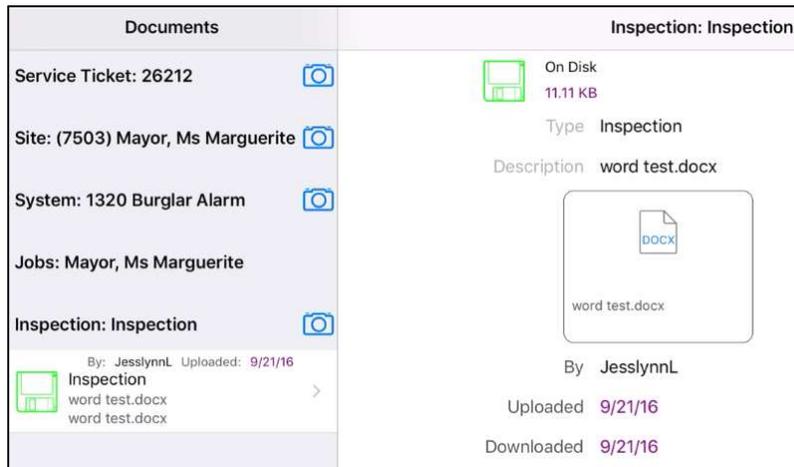
7. Still on the Reports Tab, click Add...
8. Select your document
9. Click Add in the smaller window
10. Click Okay



The top portion of the Reports Tab is the Reports section, the bottom portion is the Templates section. Once your template is added it will appear in the Templates section.



On the FSU the Inspection Report can be viewed in documents under the new Inspection section.

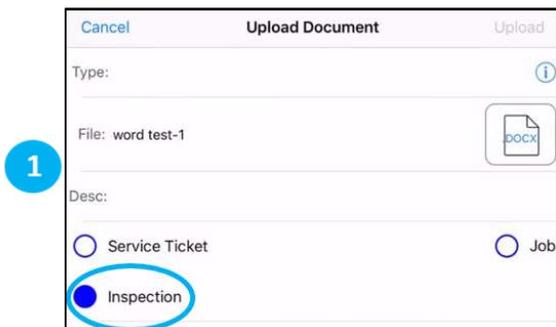


Working with Inspection Reports

The Inspection Report can be downloaded and edited just like any other document.

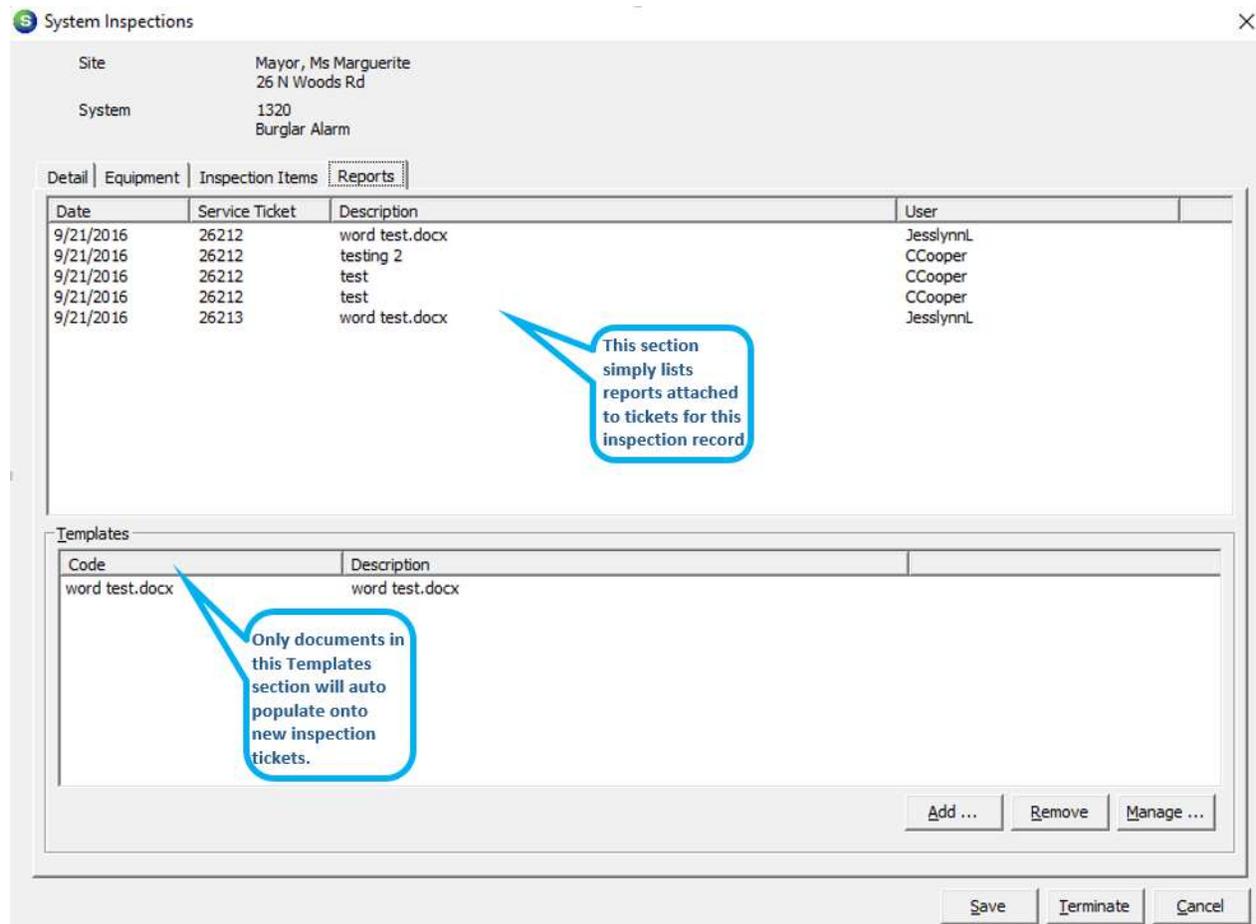
When you upload a document to the FSU you will be given the option to upload it as a normal document or as an inspection report. To upload the new document as an inspection report:

1. Set the radio button to Inspection
2. Select the ticket the document is for
3. Select Upload



After an Inspection Report has been uploaded via the FSU it will appear on the FSU in the Inspection section, in SedonaOffice on the service ticket under Documents - Inspection Reports, and in the inspection record under the Reports tab in the Reports section.

When a new ticket is created for that inspection the documents in the Reports section will *not* automatically be attached to the new ticket. Only documents in the Template section auto populate onto new inspection tickets.



Behind the Scenes Functionality

Communications and Memory

The processes of communications and memory have been rewritten to improve performance.

Batch Mode

Batch mode data submission to the server has been added.

Automatic Online/Offline

The automatic online/offline feature is not an 'Offline Mode'. Though it is a step toward that goal. This feature works behind the scenes without user input. The app can determine whether it should work online communicating directly with the server, or offline using lists downloaded to a local database.